

CLASS SPECIFICATION
Auditor's Senior Staff Representative

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general direction from the City Auditor, provides advice and services to the Auditor's Office.

DISTINGUISHING CHARACTERISTICS

Auditor's Senior Staff Representatives are responsible for providing advice and services to the City Auditor and staff. Incumbents are expected to exercise discretion in carrying out responsibilities independently. Within this broad class, incumbents are assigned advanced and highly-complex duties requiring expertise.

Employees may be moved up or down within this broad class as the policy issues and program needs of the City Auditor's Office change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Act as legal counsel to the Auditor; provide legal and policy research and advice to Auditor and staff; ensure compliance with legal requirements; review documents for legality.
2. Act as policy advisor to the Auditor; provide policy research and advice to Auditor's Office staff.
3. Serve as Auditor's representative in a variety of settings both within and outside of the City.
4. Oversee and coordinate complex, politically sensitive projects.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil and administrative law, especially as they relate to City government.
2. Principles and practices of government accountability and transparency, preferably as they relate to Government Auditing Standards and leading practices for administrative investigations.
3. Principles, methods and techniques of legal and policy research and investigation.
4. Laws applicable to the operations of the Auditor's Office.
5. Municipal Code, City Charter, state and federal laws and regulations, court decisions and other legal requirements applicable to municipal government functions, operations, and personnel.

6. Responsibilities and obligations of public officials and administrative agencies in the State of Oregon.
7. State and federal law governing public records and open meetings of governing bodies and constitutional matters in policing.

Ability to:

1. Define and analyze legal issues and policy questions, research and organize facts, develop recommendations and communicate with a wide range of audiences.
2. Interpret, explain and apply City Code, state, and federal policy, laws, regulations, legislation and constitutional provisions affecting the Auditor's Office and City operations.
3. Represent the Auditor effectively on a variety of issues with diverse audiences.
4. Prepare clear, concise and comprehensive resolutions, ordinances, agreements, contracts, proposed legislation, correspondence, reports, studies and other written materials.
5. Exercise sound independent judgment and political acumen within general policy guidelines.
6. Exercise tact, discretion and diplomacy in dealing with highly sensitive situations.
7. Establish and maintain effective working relationships with diverse groups, including elected officials, bureau directors and managers, officers of the court, litigants and their attorneys, complainants, representatives of other public agencies, business and community leaders, media representatives, the public, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university; post graduate study, such as graduation with a juris doctor from an accredited law school; and 10 years of progressively responsible experience in the area of focus, preferably in a government setting.

Licenses; Certificates; Special Requirements:

Admission to the Bar of the State of Oregon and membership in good standing may be required for certain positions as well as continuing legal education in accordance with the requirements of the State Bar. Additionally, a valid driver's license may be required.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the Auditor's Office to accommodate the limitation.

Class History:

Adopted: 08-30-17

Class created as a result of a Charter amendment in May 2017, according independence to the City Auditor.