

City of Portland

**CLASS SPECIFICATION**  
**CHIEF ADMINISTRATIVE OFFICER**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to the Mayor. Under general policy direction, this position is responsible for establishing the strategic direction, mission, and operations of the Office of Management and Finance (OMF), including the entire portfolio of Bureaus/Offices.

Responsibilities include: providing strategic leadership and expert advice to the City Council and Bureaus/Offices on Citywide matters of short- and long-term financial and administrative strategies, management, finance, and corporate administrative services; planning, directing, integrating, revising, and coordinating organizational structure, activities, and programs; working with community and business sector to form public/private partnerships; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; directing personnel and operations. Responsibilities are broad in scope, involve highly sensitive and publicly visible projects and initiatives, allow for a high degree of policy, program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The Chief Administrative Officer (CAO) acts as a convener of stakeholders to resolve complex Citywide challenges.

**DISTINGUISHING CHARACTERISTICS**

The CAO is a single-incumbent classification and the highest senior executive-level position in the Office of Management and Finance.

The CAO is distinguished from internal service bureau directors in that the latter are responsible for a single Bureau/Office within the OMF and report directly to the CAO.

The CAO is distinguished from other Bureau/Office Directors in that it is the only senior executive classification to which other Bureau/Office Directors report.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Work closely with the City Council and Bureau/Office Directors in setting and carrying out the City's vision, mission, and objectives for the OMF and the City as a whole; responsible for long-range strategic planning, financial management, and administration of policies, procedures, programs, goals, and objectives.
2. Represent the City and the OMF to the public, elected officials, other agencies, jurisdictions and Bureaus/Offices, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; improve City operations; manage contract negotiations and development projects; conduct community outreach; participate in major development projects; provide staff assistance to the City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.

3. Prepare strategic and annual work plans; develop and execute special projects impacting the OMF operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and OMF plans, budgets, and policies.
4. Plan, develop, implement, direct, and evaluate continuing improvement, reorganization, and cost-containment efforts for the delivery of administrative services within the OMF and Citywide.
5. Supervise, participate in, and approve the development and administration of the OMF budget and oversee the budgets of all Bureaus/Offices reporting to the OMF; direct the forecast of resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
7. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on the OMF programs; ensure compliance as required.
8. Manage and perform activities related to the unique mission, goals, and responsibilities of the OMF.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the City Council and under general policy direction from the Mayor.

Directly supervises a minimum of four (4) executive management-level positions. Indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the OMF.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of City operations and functions, and management, financing, budgeting, human resource, intergovernmental relations, and administrative services issues associated with the OMF.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Knowledge of the organization, functions, legal requirements, operations, rules, and policies of the City Council.
6. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex services.
7. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy and patience; gain cooperation through discussion and collaboration.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.

11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to navigate sensitive political environments.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, or a related field;

AND

**Experience:** Ten (10) years of increasingly responsible experience in managing programs, activities, and personnel in management, finance, and/or administrative functions, including seven (7) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

A valid state driver’s license may be required.

**Preferred Qualifications:**

Management experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]  
Maximum Salary: yyyyy per [pay period, month, annual]  
Bargaining Unit: Non-represented  
FLSA Status: Exempt  
HISTORY  
Revision Dates: