

**City of Portland****CLASS SPECIFICATION  
CHIEF DEPUTY CITY AUDITOR****[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to the City Auditor. Under general policy direction, organizes, directs, manages, and oversees programs, functions, resources, and organizational units within the City Auditor's Office. Provides expert professional advice and assistance to the elected City Auditor in establishing the strategic direction, mission, and operations of the Office. Classification is exempt from Civil Service.

Responsibilities include: assisting the City Auditor in managing all business functions of the Office, including budgeting, human resources, finance and accounting, information technology, purchasing, and continuity of operation; assisting the City Auditor with planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; directing personnel and operations; representing the City Auditor and acting as the City Auditor in their absence. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Chief Deputy City Auditor is a single-incumbent and executive-level classification.

Chief Deputy City Auditor is distinguished from the Hearings Officer, City Ombudsman, Chief Internal Auditor, Independent Police Review Manager by the former's broad strategic and operational support provided to the City Auditor, by its role in policy development and implementation, and by acting as the City Auditor's designee in their absence.

Chief Deputy City Auditor is distinguished from the City Auditor in that the latter is an elected official responsible for performing duties under applicable statutory guidelines, and the former assists the City Auditor in developing and implementing the strategies and goals of the Office.

**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 Auditor in setting and carrying out the vision, mission, and objectives of the Office; develop and implement policies, initiatives, and activities related to the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Direct and participate in the development, implementation, and administration of the Office budget; forecast resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments; oversee development of Office fee systems and structures; manage interagency and intergovernmental agreements.
3. Oversee and manage the Office Human Resources, procurement, and contracting activities, procedures and policies in compliance with local, state and federal law; coordinate periodic external review.

4. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff through selection, training, motivation, evaluation, and day-to-day management practices 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.
5. Plan, coordinate, organize, manage, integrate, and evaluate the day-to-day activities and operations of the Office and staff; develop and interpret administrative policies and relay instructions and policy and procedural revisions to staff; establish and enforce effective management practices.
6. Oversee the financial activities of the Office, including supervision of accounts payable and receivable, cash handling, and procurement; compile and analyze complex financial data and information; prepare comprehensive reports and recommendations; monitor developments related to finance and funding matters and evaluate their impact on operations.
7. Provide leadership and project management for all special projects impacting the Office's operations and activities, including information technology upgrades, policy, and procedural revisions, management reviews, and strategic planning initiatives.
8. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on Office programs; ensure compliance.
9. Participate in and support activities associated with Citywide referenda and initiatives; assist with media, candidates, and work plans; verify signature sheets; hire temporary staff to handle workload fluctuations.

#### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the City Auditor.

Directly supervises a minimum four (4) employees. Indirectly supervises staff assigned to subordinate supervisors.

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

1. Knowledge of advanced principles and practices of public agency leadership, strategic planning, public administration, program evaluation, human resources management, budget preparation and administration, and fields related to the mission and purpose of the Office.
2. Advanced knowledge of principles and practices of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Knowledge of practices and procedures of enterprise and governmental accounting, including cost and project accounting, and methods of financial control and reporting.
5. Knowledge of internal control principles and practices, government auditing standards, research methods, project management techniques and principles, and financial analysis techniques.
6. 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.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
9. Ability to navigate sensitive political environments.

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 utilize City-specific technology and general office software.

**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 related field, and course work in records and archives, performance auditing, finance and accounting, or related areas;

AND

**Experience:** Four (4) years of increasingly responsible experience managing programs, activities, and personnel within areas and functions related to the City Auditor’s Office, including three (3) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

None.

**Preferred Qualifications:**

Professional certification in related field.

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: