

City of Portland

CLASS SPECIFICATION
CLERK TO CITY COUNCIL

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Supervisor within the City Auditor's office. Under general supervision, responsible for overseeing the administrative function supporting the official business of City Council.

Responsibilities include: preparing and disseminating the City Council agenda in accordance with legal requirements; ensuring consistent application of City Charter and Code and applicable laws concerning the City Council legislative function; providing support to top-level officials and the public.

DISTINGUISHING CHARACTERISTICS

Clerk to City Council is a single-incumbent classification.

Clerk to City Council is distinguished from the Administrative Specialist series in that the former is responsible for independently leading and performing assignments specific to the official business of City Council, while the latter is responsible for performing varied administrative work related to Bureau/Office-specific assignments.

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. Oversee preparation of official City Council agenda; ensure agenda, pending Council actions, and decisions are disseminated in accordance with legal requirements.
2. Ensure all City Council documents, including reports, ordinances, resolutions, and hearings comply with applicable federal, state, and City laws, regulations, policies, and procedures prior to City Council consideration and vote.
3. Record City Council meetings on audio; take notes of actions during meetings; administer logistics, including operating timer for speakers, controlling microphones and displays, and setting up presentations.
4. Provide guidance and assistance to Bureau/Office staff regarding legal requirements for official documents; respond to requests for City Council information and related public records.
5. Advise City Commissioners and their staff and Bureau/Office staff on City Council processes, procedures, and requirements; research and develop recommendations regarding sensitive issues and items for City Council.
6. Develop and conduct training classes on the City Council process, procedures and requirement for new commissioners, bureau managers, supervisors, and employees.
7. Lead, guide, and train support staff within organizational unit.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a Supervisor in the City Auditor's Office.

This classification has no supervisory responsibilities, but leads and oversees the work of assigned staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of Roberts Rules of Order.
2. Knowledge of federal, state, and local laws relevant to public meeting law and City Council operations, meetings, and hearings.
3. Knowledge of City Council operations, organization, and work processes; business communication; maintenance of official records.
4. Ability to learn City Code and City Charter.
5. Ability to communicate effectively, clearly and in a professional and courteous manner, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents.
6. Ability to work independently and exercise tact and diplomacy in dealing with confidential issues; navigate sensitive political environments.
7. Ability to apply City Charter and Code provisions, and provide clear explanations regarding Roberts Rules of Order.
8. Ability to establish and maintain effective working relationships with members of City Council and their staff, Bureau/Office staff, community organizations, other governmental officials, media representatives, the public, and others encountered in the course of work.
9. Ability to utilize City-specific technology and general office software.
10. Ability to train, evaluate, and provide guidance to staff.
11. Ability to be flexible and handle shifting and competing work demands.

MINIMUM QUALIFICATIONS REQUIRED

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

Education/Training: High school diploma or GED;

AND

Experience: Four (4) years of related experience.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Course work from an accredited college or university in public administration, business administration, or related field.

Municipal Clerk/Northwest Clerks Institute certification.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: