

Office of the City Auditor

**CLASS SPECIFICATION
CLERK TO CITY COUNCIL**

[Salary Grade 59](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under general direction, responsible for the operations of the Council Clerk organizational unit, ensuring various activities and functions are performed by subordinate staff.

Responsibilities include: supervising the workload of the unit; assigning work to subordinate staff; overseeing staff activities to ensure achievement of unit goals and objectives; 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 Council program support to top-level officials and the public; administering City Council meetings in accordance with rules and laws.

DISTINGUISHING CHARACTERISTICS

Clerk to City Council is a single-incumbent classification. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Clerk to City Council is distinguished from the Administrative Specialist series in that the former is responsible for supervising the function of providing complex assistance and support to the City of Portland's legislative function specific to the official business of City Council, while the latter provides back up and administrative support to the Clerk.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following duties and perform related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Create standard practices, policies, and procedures for day-to-day operations of the unit, programs, projects, or tasks; establish goals and direction and communicate expectations to staff.
4. Communicate the status of programs, projects, and tasks with management and other related units, and make recommendations and adjustments as necessary.
5. Assist in the planning, development, implementation, and administration of unit and Auditor's Office programs and projects.
6. Oversee preparation of the official City Council agenda, including the work of administrative staff; ensure agenda, pending Council actions, and decisions, including the preparation of Orders of Council, are disseminated in accordance with legal requirements.
7. 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.

8. 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.
9. Participate in and supervise support staff in the preparation of the official Council minutes from audio recordings for City Council approval.
10. 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.
11. 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.
12. Develop and conduct training classes on the City Council process, procedures and requirement for new commissioners, bureau managers, supervisors, and employees.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction and oversight by a Supervisor II, Manager, or other management- or executive-level position.

Directly supervises employees responsible for specific day-to-day tasks of the unit.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
2. Thorough knowledge of City Code, City Charter, and Roberts Rules of Order.
3. Knowledge of federal, state, and local laws relevant to public meeting law and City Council operations, meetings, and hearings.
4. Knowledge of City Council operations, organization, and work processes; business communication; maintenance of official records.
5. Ability to communicate effectively, clearly and in a professional and courteous manner, both orally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents.
6. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
7. Ability to make decisions within established policies and procedures that influence the daily operations of the unit and work of subordinate staff.
8. Ability to supervise a diverse workforce and apply equitable program practices to diverse and complex services.
9. Ability to work independently and exercise tact and diplomacy in dealing with confidential issues; navigate sensitive political environments.
10. 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.
11. Ability to use City-specific technology and general office software.
12. Ability to supervise a diverse workforce and apply equitable program practices to diverse and complex services.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

Education/Training: High school diploma or GED;

AND

Experience: Four (4) years of progressively responsible experience in a public agency, customer service role, or field related to organizational unit or Auditor's Office.

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Municipal Clerk/Northwest Clerks Institute certification.

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a field related to the organizational unit, or professional certification in a field related to the unit.

Experience working for a public agency.

Two (2) years of experience performing work similar to that of subordinate staff.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates:

Revised June 18, 2020.

Revised from Grade 57 to Grade 58 September 29, 2023.

Revised from Grade 58 to Grade 59 January 1, 2025