

## Office of the City Auditor

### CLASS SPECIFICATION

#### SUPERVISOR I

#### [Salary Grade 57](#)

Established: December 13, 2018

#### **CLASSIFICATION SUMMARY**

Under general direction, responsible for the operations of an organizational unit with a small area of focus, ensuring various activities related to specific programs 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; coordinating and supervising unit programs and functions. Some positions in this classification will also carry out the duties performed by their subordinates.

#### **DISTINGUISHING CHARACTERISTICS**

Supervisor I is the first of three classifications in the Supervisor series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Supervisor I is distinguished from Supervisor II in that the former is a first line supervisor over an organizational unit with a small area of focus, often leads or participates in the work performed by subordinate staff, and has less responsibility for ensuring program, project, or task implementation and the latter has responsibility for the operations of a varied or technical organizational unit.

#### **ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of the following and 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. Recruit, hire, schedule, train, assign work to, and supervise staff, including volunteers and casual/seasonal employees.
3. 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.
4. Lead, supervise, and assist the organizational unit; create a positive and supportive work environment; enforce workplace safety.
5. 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.
6. Assist in the planning, development, implementation, and administration of unit and Auditor's Office programs and projects.
7. Develop and monitor unit performance and identify opportunities for improvement; oversee development of new tasks and responsibilities for programs and projects.
8. Ensure that critical unit functions are completed, and tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
9. Communicate the status of programs, projects, and tasks with management and other related units, and make recommendations and adjustments as necessary.

10. Assist in the development and administration of the unit's budget, including cost analysis of programs, projects, and staff.
11. Update and maintain various unit databases and reports and use data to guide and inform decision making processes.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of the following specific to the position.

1. Research, develop and implement operational policies and procedures for administrative functions; supervise and direct business, administrative, or program processes.
2. Develop, implement and monitor performance indicators that reflect program efficiency, effectiveness, and equity.
3. Oversee the preparation, implementation, and disposition of the City Council agenda; ensure minutes are recorded appropriately and official records of the City are stored in the City's electronic records management system; oversee the maintenance and publication of the Portland City Code and City Charter.
4. Oversee the contract approval process to ensure documents are properly authorized.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction and oversight by a Supervisor III, 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 practices of leadership, current business communication, public administration, program evaluation, and fields related to the mission and purpose of the organizational unit and the Auditor's Office.
2. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
3. Knowledge of relevant statutes, regulations, policies, and procedures that pertain to the unit, along with the ability to interpret and apply them.
4. Knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
5. Ability to supervise and direct a diverse staff of non-technical and technical personnel.
6. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others.
7. 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.
8. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
9. Ability to use City-specific technology and general office software.
10. Ability to make decisions within established policies and procedures that influence the daily operations of the unit and work of subordinate staff.
11. Ability to supervise a diverse workforce and apply equitable program practices to diverse and complex services.

## **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:** Two (2) years of progressively responsible experience in a public agency, customer service role, or field related to organizational unit or Auditor's Office, including experience leading or supervising the work of other employees.

### **Special Requirements and/or Qualifications:**

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

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: