

City Auditor's Office Job Announcement Deputy Council Clerk (Administrative Specialist III)

Opens: 10/26/2020

Closes: 11/16/2020

Salary Range: \$55,370 - \$102,648

The City Auditor's Office is seeking a Deputy Council Clerk to help lead the Council Clerk/Contracts. The Deputy Council Clerk will report to the Clerk to City Council and will assist in leading the work of 2.5 full-time employees, including administrative specialists, and an operations support specialist. Other responsibilities of the Deputy Council Clerk include:

- Provide consistent, dependable, and professional support to the public, Council Clerk, elected officials and their staff, in an often sensitive and politically controversial environment;
- Take on complex and routine administrative projects with an eye toward process improvement, efficiency, and diplomatic customer service;
- Interpret City Charter and City Code regulations and legal requirements relative to City Council business;
- Lead trainings for elected officials and City and council staff;
- Proofread documents for accuracy, completeness and compliance with City Charter, Code and Policies; and
- Fill in for the Council Clerk in varied duties ranging from the public-facing role of managing City Council meetings to preparing and publishing the agendas.

Successful candidates will demonstrate a record of reliable and comprehensive administrative support in council operations and complex meeting management, excellent organizational and customer service skills, an ability to adapt to a variety of assignments, and a demonstrated commitment to racial equity.

To Qualify

Candidates must have at a minimum any combination of education and experience that is equivalent to a high school diploma or General Education Development certificate and five (5) years of comparable and progressively responsible administrative experience.

Three documents are required for a complete application: 1) a resume 2) a cover letter and 3) a brief writing exercise. Omitting any of these documents will disqualify potential applicants from consideration.

1) Resume

List professional and relevant volunteer experience, education and training, and the time periods for each. If you speak more than one language or have specialized skills, please list them.

2) Cover Letter

Describe how you meet the following minimum qualifications, which are required to be successful in this position. Where possible, connect items in your resume to demonstrate how you meet these qualifications. It is advised that you use the numbered list below to ensure you respond to each item. Skipping any of the items will disqualify your application from further consideration, so please complete your cover letter with care.

Knowledge, Skills, and Abilities

1. Ability to learn City and Auditor's Office organization, rules, policies, and procedures, including payroll, accounts payable, human resources policies, labor contract provisions and those specific to the Auditor's Office.
2. Ability to set priorities, exercise sound judgment, and handle shifting and competing work demands.
3. Ability to communicate and interact with internal and external customers in a professional and courteous manner, both orally and in writing.
4. Ability to establish and maintain effective working relationships with elected officials, managers and staff, community organizations, other governmental officials, media representatives, and the public.
5. Demonstrated attention to detail and experience identifying and correcting errors in official documents.
6. Ability to train, evaluate, and provide guidance to staff.
7. Ability to work in a fast-paced, high profile office.
8. Advanced customer service skills and experience working with difficult customers or members of the public.
9. Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
10. Advanced office skills

If you meet these **preferred qualifications**, please briefly describe how in your cover letter.

- Bachelor's degree from an accredited college or university or specialized certification or training;
- Experience or familiarity with software frequently used by municipal clerks;
- Experience facilitating public meetings (including remote meetings) for a government agency;
- Experience working remotely using Zoom, Microsoft Teams, or other virtual meeting options;
- Experience or familiarity with SAP or TRIM (or HPRM) software;
- Experience with legal requirements for public records and meetings

3) Writing Exercise

In addition to the cover letter and resume, please submit an essay describing 1) your experiences or participation with any of the following, and 2) what you learned from them:

- exposure to racial inequities and actions you took to help resolve them;
- steps taken to make workplaces and/or public spaces inclusive;
- experiences as a member of a historically underrepresented group in government decision-making;
- experiences living, working with, and/or interacting with individuals from diverse backgrounds and identities;
- experiences ensuring equitable and inclusive workplace operations and/or program outcomes.

If your experiences are different from those listed and you have a commitment to diversity, equity, and inclusion, please explain how you will manifest that commitment in this position.

The Recruitment Process

Applicants must submit their resume, cover letter, and writing exercise through the City of Portland's online application system no later than 5:00 p.m. on the closing date. Emailed, mailed, or faxed applications will not be accepted. Your application materials should not exceed a total of five pages. Please do not include materials not requested.

ADDITIONAL INFORMATION:

Employee benefits: The City of Portland is committed to offering medical, dental, vision, basic life, and long-term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage are available to ensure employees have the appropriate tools to safeguard themselves and their family. The City of Portland participates in PERS, the Oregon Public Employee Retirement System. Find more information on the City of Portland's benefits here: [Benefits Information | The City of Portland, Oregon](#).

Civil Service: This position is in the Classified Service and subject to Civil Service provisions. It also is subject to the Human Resources Administrative Rules for the Auditor's Office, City Charter, and Code.

Work status: Non-citizen applicants must be authorized to work in the United States at the time of application.

Veteran's preference: If you are requesting Veteran's Preference, attach a copy of your DD214 and/or Veteran's Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for. Veteran's Preference documentation must be submitted no later than 5:00 PM on the closing date of this recruitment.

Equal employment opportunity: It is the policy of the City of Portland that no person shall be

discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

Disability, Pregnancy, and Religious Accommodations: If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, contact Administrative Specialist Andrew Bryans at Andrew.Bryans@portlandoregon.gov.

Technical assistance: If you have questions about how to apply or require any assistance in submitting your application, please contact Administrative Specialist Andrew Bryans during regular business hours at Andrew.Bryans@portlandoregon.gov.

For more information about the Auditor's Office: <https://www.portlandoregon.gov/auditor/>