

CITY OF BEAVERTON
Chief Administrative Officer

General Summary

Assist, advise and represent the Mayor in a wide range of external and internal City matters. Assist the Mayor in policy, political and strategic issues. Direct and manage the Mayor's Office and its various programs. Serve as the City's public information officer. Perform as Mayor Pro Tem in compliance with City Charter in the Mayor's absence.

Key Distinguishing Duties

Serve as the Chief Administrative Officer.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as Mayor Pro Tem whenever the Mayor is absent from the City, is unable to act as Mayor, or whenever the Office becomes vacant. As Mayor Pro Tem, possess the administrative powers and duties of the Mayor. Although the Mayor Pro Tem shall not preside at Council meetings, vote on questions before it, nor possess a veto, the Mayor Pro Tem is entitled to sit with the Council and take part in all Council discussions. No Mayor Pro Tem may appoint or remove a city officer or employee except with the approval of a majority of the entire Council.
2. Represent the Mayor and the City in working toward accomplishing City and Council objectives, with local, regional and state organizations and committees. Serve as Mayor in the Mayor's absence.
3. Perform special projects and act as team leader on interdepartmental projects as assigned by the Mayor. Serve as leader of the City's Senior Management Team. Serve as interim department head in the event of vacancies.
4. Direct and manage Mayor's Office staff, programs and operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
5. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.

6. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
7. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
8. Monitor City departments' progress in achieving work plans and budget goals. Assist department heads in resolving problems and meeting organizational goals. Inform departmental staff of issues affecting services. Advise Mayor on all departmental affairs.
9. Serve as advisor to elected officials. Provide coordination of administrative and legislative interaction to accomplish City goals.
10. Monitor Council agenda issues. Review department staff reports. Attend City Council meetings as needed. Analyze and prepare agenda items as needed.
11. Act as key public relations manager for the city, developing working relationships with the appropriate media. Issue press releases as required to keep citizens informed about key issues being addressed by the City. Represent the Mayor's Office and/or City to the public, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Assist the Mayor in long-range organizational goals. Develop measures to implement strategic goals.
13. Analyze proposed legislation, rules, and actions by other public and private organizations. Identify potential impacts on the City. Lead the City legislative committee. Respond to proposed legislation as directed by the Mayor.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of public relations practices and principles.
- ◆ Advanced knowledge of the laws and regulations governing municipal operations.
- ◆ Expert knowledge of practices and principles of public/business administration and decision-making.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to municipal government operations.
- ◆ Expert knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Expert knowledge of practices and principles of office administration.

Skills/Abilities Required

- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in business/public administration or related field and 14 years experience in organization management, business/public administration or management of public programs, including seven years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ A valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours including mobility requirements for attendance.

Classification History

As of 10/97: Assistant to the Mayor

Revised: 1/98

New class specification title 1/98: Assistant to the Mayor

Revised: 3/05

Revised: 1/1/09

New class specification title 1/21/11: Chief Administrative Officer

Status: M1

FLSA: Exempt

Mayor's Signature

Human Resources Signature

Date

Date