

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF COMPLETING METRO)	RESOLUTION NO. 03- 3291
COUNCIL OFFICE TRANSITION BY THE)	
ELIMINATION OF SOME CURRENT)	Introduced by David Bragdon, Council
CLASSIFICATIONS AND POSITIONS, AND)	President
THE CREATION OF SOME NEW)	
CLASSIFICATIONS AND POSITIONS)	

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, the merger of the Executive and Council offices as a result of the passage of the Charter Amendment approved by the voters in November 2000 and implemented in January 2003 requires the creation of new positions, and the abrogation or elimination of other positions to accommodate functional needs of the new structure; and

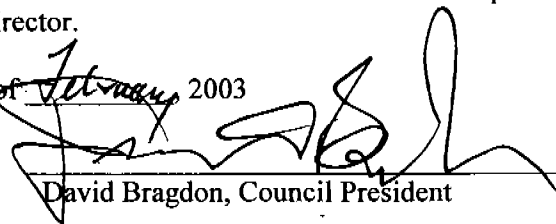
WHEREAS, an evaluation of functional needs in the area of Council Office management and public affairs has resulted in the identification and creation of new classifications and the elimination or abrogation of other classifications as outlined in Exhibit A; and

WHEREAS, the current Council Office budget is sufficient to encompass the pay ranges for the proposed classifications; now therefore

BE IT RESOLVED that the Metro Council approve the following actions as outlined in Exhibit A:

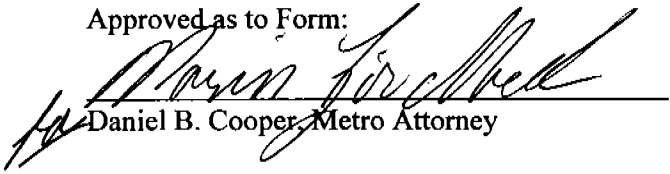
1. That the unclassified job classifications of Legislative and Policy Development Officer, Council Operations Officer, Council Communications Officer, and Public Relations Specialist be eliminated; and
2. That the classified job classifications of Council Clerk and Assistant Creative Services Specialist be eliminated; and
3. That the new unclassified job classifications of Assistant to the Council President and Confidential Secretary be added to the classification plan; and
4. That the new classified job classifications of Senior Public Relations Coordinator, Associate Public Relations Coordinator, and Public Relations Support Specialist be added to the classification plan; and
5. That the existing classified job classification of Program Supervisor II be applied to a new position that will perform the duties of Council Clerk, supervise Council support staff, and perform other council duties as assigned; and
6. That the existing classified job classification of Program Supervisor II be applied to a new position that will supervise Creative Services within Public Affairs and Government Relations; and
7. That existing classified job classification of Director I be used to create a new position of Public Affairs and Government Relations Director.

ADOPTED by the Metro Council this 27th day of February 2003



David Bragdon, Council President

Approved as to Form:



Daniel B. Cooper, Metro Attorney

Exhibit A, Resolution 03-3291

METRO Series Classification Description (Unclassified)

Class Number:		Established:	1/03
Title:	Assistant to the Council President	Revised:	
Pay Grade:		AA/EEO:	
Bargaining Unit:	Non-represented	FLSA Status:	Exempt

Classification Summary

Under general direction, the Assistant to the Council President assists the Council President by providing expert professional assistance, advice and support on a wide range of highly complex, sensitive and confidential topics related to regional and external affair matters. This position serves as the liaison and communicator of the Council President goals and objectives with external regional parties, including the business community, public and private entities, boards, commissions, and other elected officials.

Supervision Received

This position is appointed by and reports directly to the Council President.

Distinguishing Features

Responsibilities are broad in scope and require a high degree of political and organizational acumen, ability to exercise considerable discretion and carry out responsibilities in a manner that supports and furthers the Council President's interests, goals and objectives.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Represents the Council President on regional boards, commissions, committees, and high-level strategy meetings and work sessions; serves as liaison with other elected officials, business and community leaders and the public.
2. Conducts research, analyzes and provides recommendations on a wide variety of highly complex, sensitive and confidential regional and external affair matters or topics.
3. Prepares written reports and recommendations, as assigned.
4. Assists in planning and coordinating the Council President's external affair activities.
5. On behalf of the Council President coordinates and consults with other agency staff responsible for intergovernmental relations.
6. Performs other related duties as assigned.

Secondary Functions

Travel and attending meetings beyond the typical workday may be required.

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Job Specifications

This position requires a Bachelor's degree with major coursework in public policy, public administration, business administration, or a related field; and five years of increasingly responsible senior professional level experience working for elected officials. Masters degree in public or business administration preferred; or any combination of experience and education that provides the appointee with the desired skills, knowledge, and ability to perform the job, including:

1. Extensive knowledge of public relations and citizen involvement principles and practices.
2. Ability to demonstrate a high degree of political and organizational acumen when dealing with responsibilities that are broad in scope.
3. Ability to exercise considerable discretion and carry out responsibilities in a manner that supports and furthers the Council President's interests, goals and objectives.
4. Knowledge of Metro organization, ordinances, rules, policies and procedures.
5. Knowledge of Federal, state and local laws and regulations applicable to areas of assigned responsibility.
6. Knowledge of principles and practices of public administration.
7. Ability to interact effectively with elected officials, representatives of other governments, senior management, associates and the public.
8. Ability to exercise tact and diplomacy in working with others and in dealing with highly sensitive and complex issues and situations with broad effects on Metro mission, policies and issues.
9. Ability to define complex issues, performs analyses and research, evaluate alternatives and develop recommendations.
10. Ability to conduct research, analyze results and present findings.
11. Ability to understand, interpret, explain and apply applicable Metro, state and federal policy, laws and regulations.
12. Ability to demonstrate independent judgment and expertise within general policy guidelines.
13. Ability to act with discretion when dealing with highly confidential information.
14. Excellent oral and written communication skills.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

Valid drivers license or acceptable alternative method of transportation.

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METRO Series Classification Description (unclassified)

Class Number:		Established: 2/03
Title: Confidential Secretary		Revised:
Pay Grade: 109		AA/EEO:
Bargaining Unit: Non-represented		FLSA Status: Non-exempt

Classification Summary

This position performs senior level secretarial and administrative assistant assignments for the Chief Operating Officer, administrator of the agency; or the Council President, an elected official. General directions and guidelines are the normal form of supervision, and specialized knowledge of the assigned work area and the agency in general are needed for assigned duties. Confidential information is a regular part of assignments, and high levels of discretion are needed for most tasks.

Supervision Received

Supervision is received from the Chief Operating Officer, the Council President, or assigned designee.

Distinguishing Features

None.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Schedules appointments for COO or Council President and others as directed. Arranges and coordinates meetings for committees, commissions, and outside agencies. Arranges lodging and transportation as needed.
2. Develops, maintains, and coordinates office operations of the COO or Council President; establishes and maintains primary department files and records.
3. Performs receptionist and clerical duties by screening callers; receiving, sorting and distributing mail; responding to the public regarding standardized information about Metro and its programs; and acts as an agency contact to receive, communicate, exchange, correct or verify information concerning the COO or Council President office.
4. Composes detailed letters, reports, memos and meeting minutes from written or oral instructions using a computer. Verifies, edits and formats documents, reports and correspondence that include proprietary and confidential information.
5. Demonstrates specific, in-depth expertise concerning Council President or COO perspective, opinion, and policy formulation by preparing letters for signature, responding directly to phone calls and sending email correspondence to Metro departments, other agencies and the general public.
6. Interfaces with agency staff and the public to accomplish assigned projects and duties as needed.

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7. Collects, organizes, compiles and tabulates data and information within established guidelines; performs basic statistical and clerical accounting procedures; reviews and prepares data for computer input; and prepares and processes a variety of forms, information and records.
8. Has a strong understanding of Council President or COO goals, perspectives and opinions; and acts as a resource for others concerning the interpretation of agency policy and objectives.
9. Develops and coordinates special research projects to provide data and reports. This work supports the Council President or COO in formulating policy and strategic development.

Secondary Functions

1. Performs other duties when assigned.

Job Specifications

This position requires an Associates Degree and four years of progressively responsible confidential administrative support, secretarial and general office experience supporting senior management, elected officials, or high-level appointees; or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability to perform the job, including:

1. Thorough knowledge of current office procedures and equipment with emphasis on clerical, secretarial and administrative assistant methods and practices.
2. Ability to communicate effectively by written, spoken, and electronic means.
3. Ability to perform research and perform analyses.
4. Ability to effectively use standard office equipment including business computer software and hardware.
5. Ability to work independently and as part of a team.
6. Ability to use discretion when dealing with confidential information.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

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METRO POSITION DESCRIPTION (Note: this is not a classification description)

Public Affairs and Government Relations Director

Position Summary

This position is responsible for directing, planning, and coordinating the agency's public involvement, public affairs, business and media relations, government relations, and creative services programs; including long and short-term planning, policy development and implementation, inter-governmental and media relations, and financial and human resource management.

Supervision Received:

Supervision is received from the Chief Operating Officer.

Supervision Exercised:

This position supervises the Public Affairs and Creative Services staff.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this position may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this position may be expected to perform.

1. Plans, organizes and directs all aspects of the Public Affairs Department. Establishes policies, procedures, and work standards to ensure consistency with expectations for services and effective operations of the department.
2. Responsible for determining and managing the strategic direction of Metro's media and governmental relations, public involvement, creative services, and public affairs support of Councilor policy development and awareness.
3. Works collaboratively with the COO, department heads, Council, and other staff to establish common public outreach and government relations goals and objectives.
4. Participates in the development and implementation of Metro's legislative policies and priorities; works with the COO and departments to analyze impact of new legislation and help determine methods to implement new legislation.
5. Develops and implements the department budget; oversees controls to ensure expenditures are within limits authorized through the budget.
6. Provides full supervision of professional, supervisory, and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.

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7. Establishes and maintains effective communications and contact with and between the Chief Operating Officer, Council President, Councilors, and Metro Department Directors regarding department direction and progress of public affairs programs and projects, legislators, legislative committees, elected officials, and various intergovernmental associations.

Secondary Functions

1. Performs other duties as assigned.

Job Specifications

This position requires a Bachelor's degree in Public Affairs, Political Science, Creative Services, Journalism, or a related field; and seven years of increasingly responsible management level experience including operational and strategic planning for agency-wide public affairs, government relations, budgeting, and personnel management, preferably in a public agency; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability to perform the job, including:

1. Exceptional ability to communicate clearly and concisely both orally and in writing.
2. Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and organizational needs.
3. Ability to establish and maintain effective working relationships with agency staff, elected officials, media, government agencies, legislators, and the community.
4. Ability to respond appropriately to legislative and policy opportunities.
5. Knowledge of principles and practices of budget preparation and administration, finance, and accounting.
6. Ability to interpret and apply Council Office and agency policies, procedures, and regulations.
7. Ability to supervise staff and provide administrative and professional direction for public affairs activities.
8. Ability to work independently and as part of a team.

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**METRO
POSITION DESCRIPTION
(Note: this is not a classification description)**

Creative Services Program Supervisor II

Position Summary

Under general direction this position plans, organizes, directs, manages and reviews the administrative and operational activities of the Creative Services division of the Public Affairs Department. Responsibilities include defining project scope, setting schedules, planning and arranging for resources, and providing analysis and technical support.

Supervision Received:

Supervision is received from the Public Affairs and Government Relations Director.

Supervision Exercised:

This position supervises the Creative Services staff of Public Affairs.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this position may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this position may be expected to perform.

1. Provides supervision over technical and professional positions with primary responsibility for assigning work, evaluating performance, and training subordinates.
2. Provides technical and creative analysis and support in troubleshooting, evaluating and resolving problems within Creative Services.
3. Directs creative approaches, procedures, and quality control standards to ensure a consistent Metro message and effective operations of Creative Services.
4. Supervises the implementation and administration of processes, functions, and activities of a complex and/or technical nature; collaborates with other Metro departments concerning agency-wide creative services initiatives.
5. Advises and assists the Public Affairs Director with the implementation of cross-department public affairs strategies.
6. Prepares budget based on resource availability and requirements, and program goals and objectives. Monitor expenditures to stay within established budgetary constraints.
7. Develops short and long-range plans, goals and objectives for operational effectiveness within the Creative Services division. Determines strategies, monitors progress and resolves issues.

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Secondary Functions

Performs other duties as assigned.

Job Specifications

This position requires a Bachelor's degree in Graphic Design, Creative Services, Public Affairs, or a related field; and four years of increasingly responsible professional level experience in the Creative Services field; project management or supervisory experience preferred; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability to perform the job, including:

1. Exceptional ability to communicate clearly and concisely both orally and in writing.
2. Knowledge of the principles and practices of creative services, graphic design, and public affairs.
3. Ability to supervise professional and technical staff.
4. Knowledge of the principles and practices of project management and implementation processes.
5. Ability to schedule, implement and evaluate tasks and activities of staff.
6. Ability to collaborate with other departments to work towards a common goal.
7. Ability to respond to situations with logical and innovative analysis.
8. Ability to communicate and coordinate multiple and complex tasks to staff.
9. Knowledge of budgeting and expenditure control processes.
10. Ability to interpret and apply Council Office and agency policies, procedures, and regulations.

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METRO Series Classification Description

Class Number: 1260	Established: 2/03
Title: Senior Public Relations Coordinator	Revised:
Pay Grade: 116	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

The Senior Public Relations Coordinator is responsible for creating and maintaining a high level of positive public awareness of Metro through a variety of public relations and inter-governmental activities. Activities include promoting constructive relationships with the public, media, local government officials, legislators, and other community leaders; the creation of public outreach and involvement programs; development of collaborative working relationships with individual Metro departments; and the development of strategic initiatives to support the policy development of elected officials.

Supervision Received

Supervision is received from the Public Affairs and Government Relations Director.

Supervision Exercised

This position may provide lead direction to other members of the public affairs department, and other public affairs staff in individual Metro departments.

Distinguishing Features

The Senior Public Relations Coordinator is distinguished from the Associate Public Relations Coordinator by the performance and management of complex, strategic public relations projects that have agency-wide and regional implications; and by the responsibility of providing lead direction to other professional and administrative staff.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Develop and implement community relations strategies to support Metro's relationship with local governments, legislators, and community stakeholders.
2. Work with Councilors to develop communications strategies for specific constituencies and policy issues.
3. Develop and implement internal communication strategies to enhance internal Metro employee communication and understanding of Council office policy development and Chief Operating Officer directives.
4. Project manage a variety of outreach and communication initiatives including the development of scope, budget, timelines, work team, etc. Develop public relations

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- strategies including stakeholder analyses, outreach tool testing, focus groups, and strategic planning sessions with other agency staff.
5. Serve as contact for the media; build and maintain relationships with news reporters; advise the Public Affairs Director and the Council on media issues, as needed.
 6. Develop and implement various community outreach activities; make presentations to professional associations, City councils, planning and parks commissions and other audiences.
 7. Manage communications projects to ensure a consistent agency message.
 8. Work with elected officials and staff from other public agencies to disseminate information and coordinate outreach efforts.
 9. Write talking points and speeches for elected officials.
 10. Write reports, news releases, and public materials.
 11. Manage consultants and outside contractors for Public Affairs Department projects, as assigned.

Secondary Functions

1. Performs related duties as assigned.

Job Specifications

Bachelors degree in communications, public relations, political science or in a field related to assigned responsibility, 4 years increasingly responsible experience working in a public affairs or community outreach program, preferably while supporting elected officials or Board members; or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability to perform the job, including:

1. Exceptional ability to communicate clearly and concisely both orally and in writing.
2. Knowledge of project management practices and implementation processes.
3. Knowledge of public relations and communications principles and practices.
4. Ability to conduct research, perform analyses, and present findings.
5. Ability to interpret and apply Council Office and agency policies, procedures, and regulations.
6. Ability to lead staff and provide professional direction for public affairs activities.
7. Exceptional ability to work independently and collaborate in a team environment.
8. Knowledge of budgeting principles and practices.
9. Ability to routinely exercise discretion when working with confidential information.

Working Conditions

Work is performed primarily in an indoor office environment. Periodic travel to meetings or activities outside of the agency may be required. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. This position may be required to take media calls at all hours of the day. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

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METRO Series Classification Description

Class Number: 1340	Established: 2/03
Title: Associate Public Relations Coordinator	Revised:
Pay Grade: 114	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Exempt

Classification Summary

The Associate Public Relations Coordinator is responsible for maintaining a high level of positive public awareness of Metro through a variety of public relations and inter-governmental activities. Activities include promoting constructive relationships with the public, media, local government officials, legislators, and other community leaders; the support of public outreach and involvement programs; and facilitation of collaborative working relationships with individual Metro departments.

Supervision Received

Supervision is received from the Public Affairs and Government Relations Director.

Supervision Exercised

This position may provide lead direction to other public affairs staff in individual Metro departments.

Distinguishing Features

The Associate Public Relations Coordinator is distinguished from the Senior Public Relations Coordinator by the performance and support of routine public relations projects that have agency-wide and regional implications. The Associate Public Relations Coordinator provides professional and administrative support to the Senior Public Relations Coordinator and the Director of Public Affairs for complex, strategic public relations and outreach projects.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Assist in the implementation of community relations strategies to support Metro's relationship with local governments, legislators, and community stakeholders.
2. Implement internal communication strategies to enhance internal Metro employee communication and understanding of Council office policy development and Chief Operations Officer management directives.
3. Participate in the development of a variety of outreach and communication initiatives.
4. Advise the Public Affairs Director and the Senior Public Relations Coordinators on media issues, as needed; serve as contact for media in limited circumstances.
5. Assist with the implementation of various community outreach activities; make presentations to professional associations, commissions and other audiences.

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6. Complete communications projects that ensure a consistent agency message.
7. Work with elected officials and staff from other public agencies to disseminate information and coordinate outreach efforts.
8. Write reports, news releases, and public materials.
9. May write talking points for elected officials.
10. Manage small budgets and contracts.

Secondary Functions

Performs related duties as assigned.

Job Specifications

Bachelors degree in communications, public relations, political science or in a field related to assigned responsibility, 2 years increasingly responsible experience working in a public affairs or community outreach program, preferably while supporting elected officials or Board members; or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability to perform the job, including:

1. Exceptional ability to communicate clearly and concisely both orally and in writing.
2. Knowledge of project management practices and implementation processes.
3. Knowledge of public relations and communications principles and practices.
4. Ability to conduct research, perform analyses, and present findings.
5. Ability to interpret and apply Council Office and agency policies, procedures, and regulations.
6. Exceptional ability to work independently and work collaboratively as part of a team.
7. Ability to routinely exercise discretion when working with confidential information.

Working Conditions

Work is performed primarily in an indoor office environment. Periodic travel to meetings and activities outside of the agency may be required. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

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METRO Series Classification Description

Class Number: 1200	Established: 1/03
Title: Public Relations Support Specialist	Revised:
Pay Grade: 109	AA/EEO:
Bargaining Unit: Non-represented	FLSA Status: Non-Exempt

Classification Summary

This position directly supports the Public Affairs Department by serving as a professional resource that performs administrative support duties. General guidelines are the normal form of supervision, and strong writing and organizational skills are needed for assigned duties. High levels of discretion and the ability to maintain confidentiality are needed for most tasks.

Supervision Received:

Supervision is received from the Public Affairs and Government Relations Director.

Supervision Exercised:

None.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Supports public involvement, outreach, and intergovernmental efforts and programs by facilitating and staffing meetings, preparing agenda packets and meeting minutes, writing reports and other documents as needed.
2. Facilitates communication between committees and the Public Affairs Department, the Council Office, and other agency departments and staff.
3. Supports Council policymaking with public involvement activities, including writing reports, correspondence and talking points for the Public Affairs Director, Chief Operating Officer, Council President and Councilors.
4. Provides access and awareness of Council activities including posting public notices, maintaining schedules and media updates, planning and staffing Council activities, supporting meetings and events for Council and agency, and arranging mailings and information requests.
5. Writes, coordinates, edits, drafts and distributes Councilor newsletters.
6. Maintains specific Public Affairs Department websites.
7. Provides administrative support for the Public Relations Director.

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Secondary Functions

Performs other duties when assigned.

Job Specifications

This position requires an Associate Degree and four years of progressively responsible and complex support experience; Bachelors degree in related field preferred; or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability to perform the job, including:

1. Ability to communicate effectively by written, spoken, and electronic means.
2. Ability to multi-task, balance priorities and manage different tasks concurrently.
3. Ability to perform research and analysis.
4. Ability to preparing correspondence and reports.
5. Thorough knowledge of current office procedures and general administrative tasks.
6. Ability to make independent decisions.
7. Ability to work independently and as part of a team.

Working Conditions

Work is performed primarily in an indoor office environment. Employees in this series may need to work with difficult or upset individuals and can be exposed to toxic chemicals and materials found in an office environment. Mental activities required by this classification include frequent decision-making, interpersonal skills, teamwork, creativity, customer service, use of discretion, the ability to perform math, and the ability to read, write, speak and understand English. Required physical activities include frequent keyboard fingering, talking, repetitive motions of hands/wrists, sitting, hearing and lifting and carrying objects less than 15 pounds.

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**METRO
POSITION DESCRIPTION
(Note: this is not a classification description)**

**Council Operations Manager
(Program Supervisor II)**

Position Summary

Under general direction, this position plans, organizes, directs, reviews, and directly supports the administrative and operational activities of the Council Offices. This position is responsible for carrying out and coordinating the activities and tasks of Council Clerk, confidential council administrative support, and may assist and/or supervise council records retention activities and ensures appropriate response is provided to outside agencies and the general public. This position provides staff assistance and support to Council and the Chief Operating Officer.

Supervision Received:

Supervision is received from the Chief Operating Officer.

Supervision Exercised:

This position supervises the Council Support Specialists, the Council Administrative Assistant II, and other positions as designated by the Chief Operating Officer.

Distinguishing Features:

Not applicable.

Essential Functions

An employee in this position may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this position may be expected to perform.

1. Provides administrative support and manages document flow for Council meetings; maintains complete records of Council meetings by preparing agendas, supervising recording activities, taking minutes and typing minutes and/or supervising such typing, and ensuring the recording of official actions taken in Council meetings are timely and accurate.
2. Ensures that Council meeting agendas and packet materials are assembled, reproduced, posted and distributed; ensures that meetings, notices, and public information comply with public meeting act requirements and legally mandated Federal, State, and local laws, regulations and ordinances concerning records retention and access.
3. May oversee permanent Council records retention activities and assume responsibility for maintaining document integrity and safety, and planning for disaster recovery for Council records.
4. Coordinates with agency staff to process support documents pertinent to Council meetings; trains council staff as needed.
5. Administers State and Metro campaign financing and disclosure laws.

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6. Provides staff assistance as needed to management staff, COO and/or Council as directed.
7. Participates in developing, planning and implementing goals and objectives for the Council Office; recommends and administers changes relating to organizational structure, operations, policy and procedures.
8. Supervises assigned Council office staff, including hiring, assigning work, evaluating performance, initiating salary action, rewarding, disciplining, discharging and adjusting grievances.
9. Plans, directs, and coordinates Council office work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
10. Assists in the preparation of the Council Office budget including providing salary/benefit information, forecasting additional funding required for administrative programs, recommending adjustments as necessary, and approving and monitoring expenditures.

Secondary Functions

Performs other duties as assigned.

Job Specifications

This position requires a Bachelor's degree with major coursework in business administration, public administration, or a related field; and four years of increasingly responsible work experience performing similar technical duties and the supervision of staff; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability to perform the job. Certification as a Municipal Recorder and Records Management is preferred. Other requirements include, but are not limited to:

1. Thorough knowledge of principles and practices of public administration including pertinent Federal, State and local laws, codes and regulations.
2. Thorough knowledge of principles and practices of public records management and retention.
3. Ability to supervise staff and provide administrative and professional direction for confidential and administrative activities.
4. Ability to make independent decisions.
5. Ability to communicate clearly and effectively by written, spoken, and electronic means.
6. Ability to work independently and as part of a team.
7. Ability to interact effectively with Senior Management, elected officials, employees and the public.
8. Ability to act with discretion when dealing with highly confidential information.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3291 FOR THE PURPOSE OF COMPLETING METRO COUNCIL OFFICE TRANSITION BY THE ELIMINATION OF SOME CURRENT CLASSIFICATIONS AND POSITIONS, AND THE CREATION OF SOME NEW CLASSIFICATIONS AND POSITIONS

Date: February 27, 2003

Prepared by: Lilly Aguilar

BACKGROUND

As a result of the passage of Ballot Measure 26-10 on November 7, 2000, Metro's Charter was amended to abolish the office of Executive Officer, create the office of Council President, and create the position of Chief Operating Officer. These changes, which went into effect January 6, 2003, resulted in the need to restructure the former offices of the Executive Officer and Council Office, and to assess staffing requirements to meet functional needs of the new administration. This assessment is being undertaken in several phases as follows: Council administration and support staffing, Public Affairs staffing, and Council President/Chief Operating Officer staffing. The proposed Resolution recommends the creation, abrogation, and/or elimination of positions in the Council administration and support area as a result of the final phases of the planned assessment. Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval.

ANALYSIS/INFORMATION

1. **Known Opposition** None.
 2. **Legal Antecedents** Resolution 00-2929A "For the Purpose of Submitting to the Voters an Amendment to the Metro Charter Abolishing the Office of Executive Officer, Creating the Office of Council President, and Making Related Changes".
 3. **Anticipated Effects** This resolution will eliminate four unclassified job classifications (Legislative and Policy Development Officer, Council Operations Officer, Council Communications Officer, and Public Relations Specialist); eliminate two classified job classifications (Council Clerk and Assistant Creative Services Specialist); create two unclassified job classifications (Assistant to the Council President and Confidential Secretary); create three classified job classifications (Senior Public Relations Coordinator, Associate Public Relations Coordinator, and Public Relations Support Specialist); and apply existing job classifications to new positions (Council Operations Manager, Creative Services Supervisor, and Public Affairs and Government Relations Director).
1. **Budget Impacts** This action is part of the overall expected savings from the combination of the former Executive and Council Offices; expected overall savings from the transition is approximately \$500,000 annually.

RECOMMENDED ACTION

That Council approve Resolution 03-3291, For the Purpose of Completing Metro Council Office Transition by the Elimination of Some Current Classifications and Positions, and the Creation of Some New Classifications and Positions.