

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING	)	RESOLUTION NO. 88-891
TWO NEW POSITIONS, AMENDING THE	)	
PAY AND CLASSIFICATION PLANS, AND	)	Introduced by the
AMENDING THE FY 1987-88 BUDGET	)	Internal Affairs Committee
AND APPROPRIATIONS SCHEDULE	)	

WHEREAS, The Council of the Metropolitan Service District has studied its staffing utilization and needs; and

WHEREAS, There is a need for additional staff to assist the Council of the Metropolitan Service District in effectively carrying out its policy making and oversight responsibilities; and

WHEREAS, Resources are available for this purpose; now, therefore,

BE IT RESOLVED,

1. That two additional positions (Council Analyst and Committee Clerk) are authorized in the Council Department.

2. That the Council Analyst position be classified at the Senior Management Analyst level as shown in Exhibit A at salary range 11.5 (\$30,202 - \$37,835) with a working title of Council Analyst.

3. That the Committee Clerk position be classified at the Secretary level as shown in Exhibit B at salary range of 5.0 (\$15,974 - \$20,114) with a working title of Committee Clerk.

4. That the existing position of Council Assistant be classified at the Senior Management Analyst level with a working title of Council Analyst.

5. That the FY 1987-88 Budget and Schedule of Appropriations are amended as shown in Exhibits C and D attached hereto.

ADOPTED by the Council of the Metropolitan Service District  
this 24th day of March, 1988.

  
Mike Ragsdale, Presiding Officer

DEC/sm  
9174C/540  
03/16/88

Metro  
Class No:  
Title: Senior Management Analyst  
Working Title: Council Analyst

Established:  
Revised:  
EEO:  
AA:

**GENERAL STATEMENT OF DUTIES:**

Performs complex research, analysis, evaluation, report writing and administrative duties in area of assignment; provides consultative services to department.

**SUPERVISION RECEIVED:**

Supervision is received from a unit manager or department director.

**SUPERVISION EXERCISED:**

May provide lead direction to staff within program area.

**DISTINGUISHING FEATURES**

The Senior Management Analyst classification is distinguished from the Associate Management Analyst classification by involvement in policy formulation and evaluation within area of expertise or program area and/or by the responsibility to serve as lead over other professional staff. Incumbents in this classification are recognized as specialists in a specific program or functional area.

**EXAMPLES OF PRINCIPAL DUTIES:**

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

1. Reviews, interprets and monitors contracts and related documents; prepares drafts and assists with contract negotiation.
2. Provides organizational support, research and materials for committees; develops reports as requested.
3. Remains current on legal requirements, regulations and bills impacting program area; notifies appropriate personnel.
4. Provides liaison between Metro Administrative and Technical Staff, committees, contractors and consultants.
5. Develops and organizes the work program for a specific study; coordinates with staff to assure timely completion.

Page Two

Class No:

Title: Senior Management Analyst

**EXAMPLES OF PRINCIPAL DUTIES: (continued)**

6. Prepares reports covering complex analyses of various issues; presents results to Council, committees, boards and commissions.
7. Prepares program area policy and procedure recommendations; develops appropriate systems to incorporate recommendations.
8. Prepares, monitors program area budget to comply with Metro policy and goals.
9. Assures procedural and substantive compliance of all Metro contracts, grants and purchases with public contract law and Metro code; establishes process for proper contract monitoring and reporting.
10. Performs other related duties as assigned.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, ABILITY:**

- Ability to organize and coordinate research studies.
- Knowledge of contract administration policy and practices.
- Ability to organize and conduct research studies.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and as part of a team.
- Knowledge of the principles, policies and legislation applicable to program area.
- Knowledge of software and business applications used in department.
- Ability to serve as lead over other professional staff.

**EXPERIENCE AND TRAINING:**

A Bachelor's degree relating to program area and three years of general administrative, governmental or contract administration experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Metro  
Class No:  
Title: Secretary  
Working Title: Committee Clerk

Established:  
Revised:  
EEO:  
AA:

**GENERAL STATEMENT OF DUTIES:**

Performs typing, clerical and receptionist duties to contribute to efficient office operations.

**SUPERVISION RECEIVED:**

Supervision is received from various staff members.

**SUPERVISION EXERCISED:**

None.

**DISTINGUISHING FEATURES**

The Secretary classification is distinguished from the Administrative Secretary classification by performing more standardized clerical and secretarial duties under supervision.

**EXAMPLES OF PRINCIPAL DUTIES:**

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

1. Types general correspondence, reports, tables, envelopes and forms from handwritten or printed copy, utilizing word processing equipment or electric typewriter.
2. Composes correspondence from brief instructions or notes.
3. Receives and directs incoming calls and visitors; takes messages, determines needs, answers general questions and furnishes information regarding established division or department procedures, policies and services.
4. Attends meetings to record proceedings; types minutes in final form and distributes to members.
5. Sets up and maintains files and record keeping systems; files and retrieves documents as necessary.
6. Schedules appointments and meetings, reserves conference rooms and makes travel arrangements as instructed.

Page Two  
Class No:  
Title:           Secretary

**EXAMPLES OF PRINCIPAL DUTIES: (continued)**

7.     Maintains inventory of supplies and related inventory records; requisitions supplies and equipment as necessary.
8.     Collects and compiles data; prepares standard forms and reports.
9.     Opens, sorts and distributes mail; processes outgoing mail.
10.    Performs related duties as required.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, ABILITY:**

- Knowledge of secretarial practices and office procedures.
- Knowledge of business English, composition, spelling, grammar and punctuation.
- Knowledge of basic bookkeeping.
- Skill in operating standard office equipment such as typewriter, word processor, and adding machine.
- Ability to establish and maintain filing and record keeping system.
- Ability to prepare reports, correspondence and records.
- Ability to communicate effectively with employees, other organizations and the general public.
- Ability to type 50 words per minute is required.

**EXPERIENCE AND TRAINING:**

High school diploma or G.E.D. and two years of secretarial experience; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Exhibit C  
Resolution No. 88-891

Agenda Item No. 9.1  
March 23, 1988, Council

		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
10-10 COUNCIL SUPPORT							
Personal Services							
6015	Council Administrator	1.00	52,162			1.00	52,162
6060	Secretary	1.00	20,276	0.25	5,420	1.25	25,696
6110	Council Analyst	1.00	38,111	0.25	8,540	1.25	46,651
6150	Clerk of the Council	1.00	24,268			1.00	24,268
6300	Temporary	0.50	5,050			0.50	5,050
6700	Fringe		43,359		4,328		47,687
Total Personal Services		4.50	183,226	0.50	18,288	5.00	201,514
Materials & Services							
7010	Council Per Dien		25,920				25,920
7050	Councilor Expenses		19,200				19,200
7100	Travel		5,500				5,500
7110	Meetings & Conferences		4,600				4,600
7120	Training & Tuition		500				500
7130	Dues & Subscriptions		200				200
7140	Ads & Legal Notices		500				500
7410	Supplies- Office		2,200				2,200
7500	Contractual Services		3,000				3,000
7540	Audit Services		10,000				10,000
Total Materials & Services			71,620		0		71,620
Capital Outlay							
8570	Office Furniture & Equipment		3,160		2,000		5,160
Total Capital Outlay			3,160		2,000		5,160
TOTAL EXPENDITURES		4.50	258,006	0.50	20,288	5.00	278,294

Exhibit C  
Resolution No. 88-891

		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
10-36 CONSTRUCTION MANAGEMENT							
Personal Services							
6020	Directors	0.06	3,076		(1,500)	0.06	1,576
6030	Managers (Acctng, D.P.)	0.75	30,272		(7,500)	0.75	22,772
6060	Secretary	0.75	12,581		(4,300)	0.75	8,281
6700	Fringe		14,237		(4,988)		9,249
Total Personal Services		1.56	60,166		(18,288)	1.56	41,878
Materials & Services							
7130	Dues & Subscriptions		500				500
7410	Supplies- Office		700				700
Total Materials & Services			1,200		0		1,200
Capital Outlay							
8570	Office Furniture & Equipment		7,400				7,400
Total Capital Outlay			7,400		0		7,400
TOTAL EXPENDITURES		1.56	68,766	0.00	(18,288)	1.56	50,478



Exhibit D  
Resolution No. 88-891

		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
10-38 DATA PROCESSING							
Personal Services							
6020	Directors	0.18	9,615			0.18	9,615
6030	Managers (Acctng, D.P.)	1.00	38,587			1.00	38,587
6060	Secretary	0.25	5,068			0.25	5,068
6130	D.P. Operations Analyst	2.00	55,419		(2,000)	2.00	53,419
6125	D.P. Systems Analyst	1.00	36,063			1.00	36,063
6700	Fringe		44,873				44,873
Total Personal Services		4.43	189,625		(2,000)	4.43	187,625
Materials & Services							
7100	Travel		3,000				3,000
7110	Meetings & Conferences		1,500				1,500
7120	Training & Tuition		7,800				7,800
7130	Dues & Subscriptions		500				500
7230	Telephone		2,700				2,700
7330	Maintenance & Repair-Equipment		58,666				58,666
7410	Supplies- Office		12,000				12,000
7500	Contractual Services		20,000				20,000
7770	Lease Pay.-Furniture & Equip.		45,675				45,675
Total Materials & Services			151,841		0		151,841
TOTAL EXPENDITURES		4.43	341,466	0.00	(2,000)	4.43	339,466

Exhibit D  
Resolution No. 88-891

SCHEDULE OF APPROPRIATIONS

	CURRENT APPROPRIATION	REVISION	PROPOSED APPROPRIATIO
	-----	-----	-----
GENERAL FUND			
-----			
Council			
Personal Services	\$ 183,226	\$ 18,288	\$ 201,514
Materials & Services	71,620	0	71,620
Capital Outlay	3,160	2,000	5,160
	-----	-----	-----
Subtotal	\$ 258,006	\$ 20,288	\$ 278,294
General Counsel			
Personal Services	\$ 68,457	\$ 0	\$ 68,457
Materials & Services	0	0	0
Capital Outlay	0	0	0
	-----	-----	-----
Subtotal	68,457	0	68,457
Executive Management			
Personal Services	\$ 288,715	\$ 0	\$ 288,715
Materials & Services	78,587	0	78,587
Capital Outlay	3,000	0	3,000
	-----	-----	-----
Subtotal	\$ 370,302	\$ 0	\$ 370,302
Finance & Administration			
Personal Services	\$ 897,253	\$ (20,288)	\$ 876,965
Materials & Services	569,320	0	569,320
Capital Outlay	35,106	0	35,106
	-----	-----	-----
Subtotal	\$ 1,501,679	\$ (20,288)	\$ 1,481,391
Public Affairs			
Personal Services	\$ 376,573	\$ 0	\$ 376,573
Materials & Services	59,716	0	59,716
Capital Outlay	10,650	0	10,650
	-----	-----	-----
Subtotal	\$ 446,939	\$ 0	\$ 446,939
General Expense			
Contingency	\$ 143,756	\$ 0	\$ 143,756
Transfers	272,901	0	272,901
	-----	-----	-----
Subtotal	\$ 416,657	\$ 0	\$ 416,657
Unappropriated Balance	\$ 53,667	\$ 0	\$ 53,667
Total General Fund Requirements	\$ 3,115,707	\$ 0	\$ 3,115,707

NO OTHER CHANGES IN ANY FUND



# METRO

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

Date: March 16, 1988

To: Ray Phelps, Director of Finance & Administration

From: Donald E. Carlson, <sup>DCR</sup> Council Administrator

Regarding: NEW POSITIONS FOR COUNCIL STAFF

I appreciate your written response dated March 14, 1988. It appears there are sufficient funds in the Finance & Administration Department budget to transfer the \$20,288 to the Council budget. This conclusion is based on the February 1988 Financial Report and my calculations as follows:

<u>Item</u>	<u>1987-88 Budget</u>	<u>02/29/88 Actual</u>	<u>1987-88 Projected</u>	<u>Difference</u>
F&A Personal Services	\$897,254	\$538,281	\$830,000	\$67,254

My calculations for the Construction Management Division including the Contracts Officer position (which is currently budgeted as an Analyst 3 in the Management Services Division) are as follows:

<u>Item</u>	<u>1987-88 Budget</u>	<u>02/29/88 Actual</u>	<u>1987-88 Projected</u>	<u>Difference</u>
Construction Management Personal Services				
Director	\$ 3,076	0	\$ 1,500	\$ 1,576
Manager	30,272	\$ 7,282	22,756	7,516
Contracts Officer (Analyst 3)	28,574	16,034	24,177	4,397
Secretary	12,581	3,704	9,151	3,430
Subtotal	\$74,503	\$26,970	\$57,584	\$16,919
Fringe	23,095	5,214	17,851	5,244
TOTAL	\$97,598	\$32,184	\$75,435	\$22,163

The above projections utilized current rates of pay for positions with incumbents and the highest rate of pay for the contract position. In addition, the 31 percent fringe rate was utilized for the last four months which is higher than the actual for the first eight months.

You indicated that the Construction Management Division is anticipating an expenditure of approximately \$4,500 for a contract to

Memorandum  
March 16, 1988  
Page 2

publish Metro contracts in The American Contractor. Such an expenditure would be made out of Materials & Services in the Finance & Administration budget. Based on my calculations, there appears to be sufficient appropriation in the Finance & Administration Materials & Services account to cover such expense. These calculations are as follows:

<u>Item</u>	<u>1987-88 Budget</u>	<u>02/29/88 Actual</u>	<u>1987-88 Projected</u>	<u>Difference</u>
F&A Materials & Servs.	\$569,320	\$256,807	\$485,207	\$84,113

The above projections was calculated by projecting the current rate of expenditure and adding \$100,000 to cover the May election expense.

Based on the above information, it will be my recommendation to transfer the \$20,288 from the Personal Services line items listed above.

DEC/sm  
9176C/D3



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Memorandum

Date: February 16, 1988

To: Mike Ragsdale, Presiding Officer

From: Councilor Corky Kirkpatrick, Task Force Chair *CKK*  
Mr. Phil Lang  
Mr. Jack Orchard

Re: REPORT OF THE TASK FORCE ON COUNCIL STAFFING AND  
UTILIZATION NEEDS

The Task Force met on January 13, 29, and February 15, 1988, to complete the charge given to it through Presiding Officer Waker's memo dated December 4, 1987. The Task Force consisted of Mr. Phil Lang, Mr. Jack Orchard and myself. We reviewed a number of items including:

1. Background information on Metro;
2. Presiding Officer Waker's memo dated December 4, 1987;
3. Job descriptions for current Council staff positions;
4. Metro's Pay and Classification Plans; and
5. The current and proposed committee structure for 1988.

Based on this information and our discussions we find as follows:

1. The governance system at Metro has evolved to a traditional "separation of powers" system -- that is there are two separate but equal parts -- an Executive branch and a Legislative branch. The Executive branch includes the Executive Officer and immediate staff, and the departments which are responsible for carrying out operating functions of the District. The Legislative branch is responsible for:
  - a. Development and approval of policy direction for the District;
  - b. Policy oversight of the administration to assure that adopted policies of the District are implemented;
  - c. The keeping of all official policy documents of the District including the Metro Code, resolutions and ordinances considered by the Council, resolutions adopted by commissions of the District, and minutes of all Council meetings and committee meetings.

In Metro's system of governance for the Council to play its appropriate policy-making and oversight role it must have access to information and analysis of information. It is crucial that a part-time Council have adequate staff that is answerable to them to assist in the gathering and analysis of information provided by the Executive and departments of the District as well as interested citizens and groups.

2. The current staffing arrangements for the Council include:
  - a. A Council Administrator who is responsible for supervision of the Council staff to carry out the staff support functions of the Council and who provides policy and budget analysis and information gathering duties for Councilors and Council committees;
  - b. A Council Assistant who provides policy and budget analysis and information gathering duties for Councilors and Council committees;
  - c. Council Clerk who is responsible for maintaining the official records of the Council including the Metro Code, the preparation of Council and committee agendas for review by the Council Administrator and the Presiding Officer and committee chairs, the taking and recording of Council minutes and occasional committee meeting minutes and the supervision of a part-time clerical person who does committee minutes (Solid Waste and Zoo);
  - d. Two part-time temporary clerical personnel -- one on approximately .6 FTE basis for committee work, and one on a .2 FTE basis (through the PIC program) who provides office assistance assembling and distributing agendas; and
  - e. A Council Secretary who is responsible for general office duties including assembling and distributing agenda packets, office reception, Councilors' expense requests, Council staff expenditure requests, purchasing and communicating with Councilors to arrange meetings.
3. The Council has reorganized into seven major committees the purpose of which are outlined in Resolution No. 88-840. The responsibility of the committees include but are not limited to:

- a. Develop and recommend policy matters for approval by the Council;
- b. Oversee the work of the various departments of the District to assure that programs included in each adopted budget are implemented in an effective and efficient manner;
- c. Review and approve the District's annual budget and appropriation schedule and periodic adjustments to the budget and appropriations schedule;
- d. Review and recommend Council operating policies and procedures to assure that the Council performs its responsibilities in an efficient and effective manner; and
- e. Develop plans and policies (financial and programmatic) to enable the District to effectively respond to regional service needs.

In light of the above findings the Task Force recommends that:

1. The Council allocate District resources to assure that it has adequate staff to provide substantive policy and budget analysis capabilities and clerical capabilities. Based on the committee structure and work to be done by the District, at a minimum the staff should include the following:

- 1 Council Administrator
- 3 Council Analysts
- 1 Council Clerk
- 1.5 FTE Assistant Clerks
- 1 Secretary

The Council management and analytical positions (Administrator and Analysts) should be filled by people who can do thorough policy analysis, make written and oral reports, communicate with Executive level personnel, and have good interpersonal skills. The clerical positions should be filled by people who can understand program policies and procedures of the District to the extent to take, transcribe and keep a record of the work of the committees and Council of the District. A description of the major responsibilities of the management and analytical and clerical personnel is attached as Exhibit A.

This staffing level could be assigned on a trial basis at these minimum levels to the following committees as follows:

<u>Committee</u>	<u>Staff</u>
Solid Waste	Council Analyst .5 FTE Clerical Assistant
Intergovernmental Relations Planning and Development	Council Analyst .5 FTE Clerical Assistant
Convention Center Zoo	Council Analyst .5 Clerical Assistant
Finance Internal Affairs	Council Administrator Council Clerk

2. The Task Force recommends that such staffing pattern be accomplished by reallocating existing resources so that agency-wise there not be an overall increase in the total Personal Services budget for the District.
3. The Council review the work program of the Public Affairs Department and allocate existing resources to develop and implement a public affairs program for the Council and Council members. Further, the assignment should be given to a single person to assure continuity and depth in the development and implementation of the program.

The three members of the Committee addressed structure first, with the staff assistance of Don Carlson. The issue of existing personnel was considered last and we recommend the following:

1. The Internal Affairs Committee will oversee the work of Council staff. They will review the hiring and firing of staff and make recommendations to the Council.
2. The management and analytical positions are to be exempt.
3. Existing job descriptions should be rewritten to reflect more responsible positions and reclassified if appropriate. The Administrator must serve as both manager and policy analyst for all Council business.
4. Positions will be opened for competitive recruitment, except existing employees (Administrator and Council Assistant) will serve on an interim basis for six months.



Mike Ragsdale, Presiding Officer  
February 16, 1988  
Page 5

The two positions may at that time be advertised if the Council feels it is appropriate to do so.

The members of the Committee would like an opportunity to explain the recommendations to the Internal Affairs Committee whenever you feel it is appropriate.

DEC/gl  
8896C/D4  
02/16/88

## EXHIBIT A

### COUNCIL STAFF RESPONSIBILITIES REGARDING COUNCIL STANDING COMMITTEES

#### Management and Analytical Staff

Council management and analytical staff shall be responsible for assisting the Council standing committees with the following:

1. Preparation of committee work program and agendas in consultation with committee chair.
2. Development of policies and programs regarding the committee's area of concern for recommendation to Council
3. Analysis of existing District programs to assure that they meet Metro policies and procedures in an effective and efficient manner. Preparation of periodic program oversight reports for committee consideration.
4. Analysis and recommendations on proposed annual budget and periodic budget change requests for departments under purview of committee.
5. Preparation of committee reports on all ordinances and resolutions recommended to the Metro Council.
6. Preparation of ordinances, resolutions and accompanying staff reports for introduction by Councilors and committees.
7. Respond to requests for information from Council members regarding the committees area of concern.
8. Other assignments as directed by committee chair, Council or Council Administrator.

#### Clerical Staff

Council clerical staff shall be responsible for assisting the Council standing committees with the following:

1. Preparation of meeting notices and agendas.
2. Taking of minutes and keeping of records of all committee meetings.
3. Preparation of Action Sheets (summary of motions and actions) after each committee meeting and distribution to Councilors and appropriate Metro staff.

4. Assistance to Council management and analytical staff in distributing reports and other information to committee members, Metro Council and departments.

8896C/D4  
02/16/88

  
Don

18.

## COUNCIL ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

Under general direction oversees the daily administration of the Council department which includes supervision of the Council Assistant, Council Clerk and Council Secretary. Develops policies and procedures relating to the policy-making and administrative oversight responsibilities of the Council.

SUPERVISION RECEIVED:

Receives general supervision from the Presiding Officer of the Council who assigns duties, outlines goals and objectives, and reviews work for effectiveness and for conformance to policies and objectives.

SUPERVISION EXERCISED:

Assign, review and coordinate work of the Council Assistant, Clerk and Secretary. Coordinate work on behalf of the Council with the General Counsel and the Government Relations Manager.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Organizes and coordinates the work of the Council department. Defines departmental work programs and projects in areas deemed critical to Metro's mission and carries out those programs and projects.
2. Assists the Presiding Officer and Council in the development of policies and programs which further the mission, goals and objectives and purposes of the District. Assists the Presiding Officer and Council in carrying out fiscal, administrative and program oversight responsibilities.
3. Prepares the Council department budget and monitors the budget to ensure that expenditures remain within the appropriation.
4. Represents the Presiding Officer and Council at meetings with the executive Officer, Metro staff, other governmental agencies, technical or professional groups, and the media.

RECRUITING REQUIREMENTS:  
KNOWLEDGE, SKILL, ABILITY

Knowledge of principles of public policy-setting and administrative oversight, local government organization functions, fiscal management and budgeting, purpose and functions of the District and public involvement processes.

Ability to plan, organize and direct the Council staff functions of the agency. Ability to collect and analyze information effectively; and to formulate and evaluate critical policy issues. Ability to present written and oral reports effectively. Ability to develop and maintain effective working relationships with the District elected officials, staff and interested persons and citizens.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in Political Science, Public Administration or similar field, and five years experience in supervising a public policy-making or administrative operation or a Master's degree and three years experience in a related field.

gl  
7215C/440  
03/20/87

Ray

115

GENERAL STATEMENT OF DUTIES:

This position assists local jurisdictions and citizens in understanding and participating in Metro programs and issues and serves as liaison between Councilors, Metro staff and the public. Performs related work as required.

SUPERVISION RECEIVED:

Works under supervision of Presiding Officer.

SUPERVISION EXERCISED:

Supervises Council support staff.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Informs Councilors of local needs and works with Local Government Assistant and other Metro staff to ensure that relevant information about mutual problems and Metro programs is being exchanged.
2. Suggests projects for Council staff from which at least several Councilors will benefit. These activities will emphasize various written communications and public relations skills. (Work requests of value to a single Councilor will receive a low priority.)
3. Although it is not the intent to cut off contact between Councilors and Metro staff, this individual will serve as liaison with Metro staff. The person will also work on assigned policy development matters, contribute to the issue agendas of the meetings, and offer briefings to Councilors on critical issues.
4. Monitors Metro programs and informs Councilors of major developments.
5. Supervises Council support staff.

RECRUITING REQUIREMENTS:  
KNOWLEDGE, SKILL, ABILITY

Knowledge of principles of public policy setting, local government structures, public involvement process. Ability to collect information and analyze it effectively, develop and maintain effective working relationships with other, work independently with

self-initiative, exercise discretion and good judgment, express oneself in writing.

EXPERIENCE AND TRAINING:

Training and education equivalent to graduation from an accredited university or college with a degree in Political Science, Public Administration or related field. Extensive public contact, experience in state or local government.

Familiarity with Metro's structure and processes.

CV/srb  
7000B/325

CLERK OF THE COUNCIL

*Marie*

*8.0*

GENERAL STATEMENT OF DUTIES:

Performs difficult and specialized clerical and stenographic work for the Council and the Deputy Executive Officer; relieves the Deputy Executive Officer of a variety of administrative details.

SUPERVISION RECEIVED:

Works under direction of the Deputy Executive Officer.

SUPERVISION EXERCISED:

Supervision of employees is not a regular responsibility of positions in this class.

EXAMPLES OF PRINCIPAL DUTIES:

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

1. Take rapid and exacting shorthand notes of proceedings of the Council;
2. Prepare an official record through accurate and precise minutes, summarizing discussions, writing motions in clear and formal form and incorporating material contained in agenda documents; advise departments of policy actions or matters referred to them;
3. Independently composes correspondence generated by meetings;
4. Independently prepares Council agenda for review by Deputy Executive Officer, utilizing materials formulated by staff, with follow up to ensure that deadlines are met;
5. Assembles correspondence and various documents required for Council meetings;
6. Prepares and maintains accurate, up to date mailing lists and distributes minutes;
7. For Deputy Executive Officer, screens visitors, incoming telephone calls and correspondence and where appropriate, refer to other staff members for reply or personally issue authoritative information on established programs and policies;
8. Takes and transcribes dictation from Deputy Executive Officer;
9. Screens and edits correspondence prepared by other staff members for consistency with administrative policy;
10. Format for correctness; schedules meetings and makes adjustments as necessary in appointments or meeting times;
11. Maintains confidential Council and administrative records and files;
12. Indexes and maintains an accurate record of ordinances and resolutions; and
13. Files ordinances with Clerk of counties in the District; provide related work as required.



**RECRUITING REQUIREMENTS:**  
**KNOWLEDGE, SKILL, ABILITY**

Knowledge of: principles of regional government; functions, policies and practices of the agency systems and of other agencies; principles of office management, English composition and standard record keeping procedures as they relate to the position.

Ability to: perform difficult and complex clerical work; take and transcribe exacting and rapid dictation, including group discussions; interpret complex, technical discussions; independently compose clear and concise correspondence and minutes; work effectively under pressure; communicate clearly and concisely and deal tactfully and courteously with other staff, officials and the general public; perform routine administrative work with little direction.

**EXPERIENCE AND TRAINING:**

Training and experience equivalent to four years of recent, increasingly responsible stenographic and clerical experience at least two years of which was in a responsible position in a public agency performing a variety of difficult and independent tasks; type 65-85 wpm and take dictation at 110-125 wpm.

SW/srb  
4382B/268

METRO  
Class No.: 022

*Jolley*  
Established: 7/1/84

Revised:

EEO:

AA: Admin Support

5.0

## SECRETARY

### MISSION STATEMENT

Under general supervision, to provide full secretarial support to one or more individuals in professional or management positions; and to do other work as required.

### DISTINGUISHING CHARACTERISTICS

The position of Secretary is responsible for performing administrative support and clerical functions for managers and professional staff, which require a working knowledge of the organization, judgment, and discretion. Secretary differs from Office Assistant, in that the duties of Secretary normally have a greater degree of confidentiality than those of an Office Assistant, require higher level skills and proficiency, are more complex, and have a greater magnitude.

Secretary differs from Administrative Assistant, in that the latter is delegated substantive ministerial latitude and discretion regarding program responsibility and representation.

### PRINCIPAL FUNCTIONS

Duties include but are not limited to:

#### 1. CONFIDENTIAL SUPPORT

##### Typical Activities:

- Composes responses to routine communications for superiors' signature and/or for own signature.
- Maintains/prioritizes calendar of appointments for superiors to include making travel arrangements and time commitments of superiors.

#### 2. ADMINISTRATIVE FUNCTIONS

##### Typical Activities:

- Assists in the procedural, documental review and processing of various official papers, documents, and contracts according to department policy, practices and procedures; ensures that correct forms, information, etc., are included in proposal requests, bids, purchase orders, etc.
- Contacts appropriate staff to collect, upgrade, revise or correct incomplete, insufficient information regarding bids, orders, proposals, contracts, etc.

- Takes, writes and distributes minutes of staff and committee meetings.
- Schedules meetings, interviews; schedules, sets up conferences and meeting rooms; may make, serve, or order refreshments, as needed.
- Provides reception or referral functions, in person, by phone, or in writing.

### 3. SECRETARIAL SUPPORT

#### Typical Activities:

- Types a variety of correspondence, reports and other materials from written copy, machine dictation or general instructions; may use shorthand and utilize word processing systems. Edits for grammar, punctuation, spelling and meaning.
- Establishes or revises and maintains various filing systems pertaining to the department and organization at large.
- Screens, receives and directs walk-in and telephone callers who represent the public, clients, contractors, vendors, etc.; conveys information regarding various departmental policies and procedures to assist callers.
- Processes forms (i.e., fills in, distributes, logs) used in the department for payroll/accounting and other business purposes.
- Maintains lists, inventories; orders supplies.

### 4. BUDGET

#### Typical Activities:

- May monitor departmental expenditures.
- May collect, review and process departmental bills for payment.
- Assists in preparing budget.

### 5. PROJECTS

#### Typical Activities:

- Conducts projects of moderate scope or difficulty.
- Prepares reports of a routine nature; develops, installs filing systems and routing procedures for departmental communications.
- Performs independent research of a monitoring, compilation nature.
- May organize workshops, seminars and special events.
- May perform studies of limited scope and analysis; writes or updates routine reports.

### REQUIRED KNOWLEDGE AND SKILLS

#### Working knowledge of:

Modern office methods and equipment, including word processing; business English, grammar, spelling and formatting; basic arithmetic with some knowledge of bookkeeping or basic accounting; records management and files maintenance; policies and procedures of a particular field or program in METRO.

Substantial skill to:

Effectively utilize modern office methods, procedures and equipment; communicate effectively both verbally and in writing; effectively work with other METRO staff and the public; plan, organize and follow through with assigned projects and work; select and utilize resources to obtain information; take/write proper notes and type 50 words per minute; apply standard policies/ procedures to varying situations, using good judgment and discretion.

WORKING CONDITIONS

The majority of duties are performed indoors in a normal office environment.

---

RECRUITING INFORMATION

a) Sources:

b) Minimum Recruiting Standards:

Any satisfactory combination of experience and training that demonstrate possession of the required knowledge and skill levels.

Metro  
Class No.: 012

*Paulette*  
Established: 7/1/84  
Revised:  
EEO:  
AA: Admin Support

## OFFICE ASSISTANT

### MISSION STATEMENT

Under supervision, to perform various routine or repetitive office support tasks according to prescribed procedures and methods which may be learned on the job; to learn how to operate various office equipment to complete tasks and work assignments of a basic nature; and to do other work as required.

### DISTINGUISHING CHARACTERISTICS

The Office Assistant is primarily oriented to the performance of general clerical assignments, and providing incumbents with on-the-job training to learn/acquire additional skills and knowledge needed to advance into more administrative, specialized or technical jobs. This class differs from Secretary in that the latter has more complex projects and work assignments which require substantive discretion and judgment.

### PRINCIPAL FUNCTIONS

Duties include but are not limited to:

#### 1. OFFICE SUPPORT

##### Typical Activities:

- Learns to competently operate a variety of modern office equipment, including calculators, computer terminals, sophisticated copying machines, word processors, etc.
- Maintains various filing systems, including automated records systems; files correspondence, records and reports.
- May perform moderate reception functions, screening callers and visitors, and referring them to appropriate parties, etc.
- Acts as a departmental contact or resource to communicate, exchange, correct, or verify information.

## 2. CLERICAL SUPPORT

### Typical Activities:

- Reviews and prepares computer inputs using established guidelines and procedures
- Prepares and processes purchase orders and requisitions according to established procedures; maintains records and updates information accordingly
- Types miscellaneous correspondence/reports
- Performs general office duties such as filing, mail routing, duplication of materials, etc.
- Opens, sorts, and distributes mail
- May function as departmental receptionist as needed

### REQUIRED KNOWLEDGE AND SKILLS

#### Working knowledge of:

Modern office methods and equipment used in financial and statistical recordkeeping; basic bookkeeping principles and techniques.

#### Some Knowledge of:

Basic functions of an automated recordkeeping system.

#### Skill to:

Accurately perform clerical, financial recordkeeping duties; accurately make arithmetic calculations; operate office equipment including typewriter, data processing terminal, postage machine, check signer, etc.; follow written and oral instructions; establish and maintain effective working relationships.

### WORKING CONDITIONS

The majority of duties are performed indoors and are of a sedentary nature. Occasionally lifting of objects less than 20 lbs.

---

### RECRUITING INFORMATION

#### a) Sources:

#### b) Minimum Recruiting Standards:

Any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills.