

**Title:** Council Operations Coordinator  
**Job Code:** 1401  
**Pay Range:** 538  
**FLSA Status:** Exempt, Executive/Supervisory

**Employee Group:** Non-Represented  
**Established:** 10/08  
**Revised:** 4/14  
**EEO Category:** Professional

### **CLASSIFICATION DESCRIPTION**

Supervise Council Office operational staff, coordinate day-to-day operations and legislative activity, and serve as the Clerk of the Council for Council business.

### **DISTINGUISHING FEATURES**

### **DUTIES AND RESPONSIBILITIES**

1. Manages day-to-day operations of Metro Council Office and supervises administrative staff, and contractors.
2. Reviews Council letters, documents, and reports.
3. Coordinates Council's legislative activity. Reviews documents to assure compliance and best practices. Provides expert assistance to Metro staff requiring legislative approval.
4. Develops and monitors Council Office budget.
5. Coordinates and staffs Council regular and special meetings, keeps minutes and ensures that facilities and technology are ready.
6. Oversees public notices, public meeting law compliance, and ensures all public records are created, publicized, and stored according to law and policy.
7. Supports Councilors and candidates for office with information as needed or required by law.
8. Reviews and assists departments with documents for budget amendments.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work

- Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- Bachelor’s degree in a field related to assigned responsibilities and
- Six years of directly related and progressively responsible experience and
- Certification as Notary Public or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **Knowledge, Skills and Abilities:**

- Oregon Public Meeting Law, Public Records Law, and Oregon Election Law
- Metro Code and Legislative Procedures
- Budgeting
- Office administration and supervision
- Interpret and apply laws, rules, and policies, and explain complex processes to Metro Councilors, staff and the public
- Frequent presentations
- Project management and training
- Use of discretion and decision making
- Creativity
- Leadership, interpersonal skills and teamwork
- Customer Service
- Negotiation and mentoring
- Reading, writing, understanding and speaking English
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

### **Additional Requirements:**

- Successfully pass the background check and screening requirements required for the

position

**SUPERVISION RECEIVED**

Receives supervision from Council Office Manager, and general direction from Council President.

**SUPERVISION EXERCISED**

Supervises administrative staff, interns and volunteers in the Council Office.

**RELATIONSHIPS/CONTACTS**

Contact with general public to provide information about public hearing protocol, Council actions, or meeting agenda items. Contact with contractors as needed. Contact with public agencies to plan off-site meetings or provide required meeting notice. Internal contract with Metro staff to support legislative process use, and Metro Councilors to answer questions about the legislative process or meeting protocols.

**TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

**WORK ENVIRONMENT**

Duties are primarily performed in an office, meeting, council, or field environment. Travel, weekend and evening meetings may be required.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro’s visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*