



*Class Code: 0098
FLSA: Exempt
EEO Category: Professionals
Bargaining Group: Non-Represented*

Franchise/Revenue Administrator

JOB SUMMARY

This is analytical and complex administrative staff work involving a variety of special projects and on-going assignments performed at the request of the City Manager.

Work involves responsibility for performing a wide variety of complex administrative and analytical tasks designed to relieve the City Manager and Deputy City Manager of administrative detail. Performs special, complex studies, research projects, and investigations involving more than one City Department or coordination with other agencies or businesses. Responsibilities also include the preparation and presentation of data and recommendations for use in the formulation of broad-scale policy and management decisions, often involving significant economic or political issues and develops and prepares contracts, supporting documentation, change orders, and enabling ordinances; ensures that the City telecommunications system is in compliance with Federal Communications Commission (FCC) and Oregon Public Utilities Commission (OPUC) reporting and other documentary requirements.. Work requires the exercise of substantial independent judgment and initiative. Assignments are received in the form of general outlines of desired objectives. Supervision of staff is not a normal requirement of incumbents of this classification.

SUPERVISION RECEIVED AND EXERCISED

This classification works under the general supervision of the City Manager and/or the Deputy City Manager.

DISTINGUISHING FEATURES

This classification differs from the Management Analyst series by the scope of responsibility for citywide issues and involvement with multiple agencies, rather than a single department or division. The ability to analyze and prepare a balanced fiscal program for the City Manager and ensure implementation of approved programs and policies further distinguishes this class from the Management Analyst series.

ESSENTIAL JOB FUNCTIONS

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Clarifies, defines and frames legislative, intergovernmental and political issues for discussion with the City Manager's Office and City Council; recommends strategy options and positions to the City Manager, Council and staff as requested; and make presentations to appropriate advisory bodies and to the City Council.

Coordinates all aspects of City franchise and related projects and programs, including but not limited to: planning and research; project management and technical guidance for various staff and interns; selects and manages project consultants; and developments and implements budgets, schedules, and work programs.

Manages work programs for City staff and consultants, including conducting regular meetings to facilitate efficient communication and coordination of work efforts between City staff and consultants.

Serves as the City's representative or spokesperson for various intergovernmental organizations; serves as staff support for citizen task forces and committees, as assigned.

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems, key issues related to franchises and suggestions for new or improved processes.

Researches and analyzes public policy issues especially in the areas of telecommunications, broadband and wireless services and related areas; provides written summaries to City Council and/or city manager, including developing policy alternatives and recommendations; prepares related City ordinances and resolutions for city attorney's approval before submission to the City Council.

Facilitates a Telecommunications Team with members from several departments; identifies issues requiring team attention; collaborates with staff in other cities, regionally and nationally to investigate and resolve municipal advocacy concerns in telecommunications.

Develops processes and procedures to monitor franchise fees, and other applicable taxes due to the City (including Transient Occupancy Tax payments) and to ensure collection of such amount, including assisting the city attorney in prosecuting lawsuits.

Researches grant opportunities for City initiatives; works with department staff to coordinate and submit grant requests; monitors grant applications, awards and compliance.

Establishes and maintains effective working relationships with city personnel, City Council, colleagues, co-workers, the business community, educational institutions, other governmental agencies and the general public; communicates regularly with others as appropriate to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Attends meetings and various training seminars and conferences to become and remain current on principles, practices, and new developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner

Conducts a wide variety of administrative and analytical studies usually involving more than one City Department; makes recommendations of action with inter-program or inter-divisional consequences or affecting the delivery of City services within the community.

Assists in the formulation, determination, and implementation of management policies.

Attends and participates in staff meetings; represents the City Manager and Deputy City Manger in specific matters involving other City staff, public agencies, committees, or the public.

Interprets City policy to operating departments or to the general public as required. Coordinates administrative or analytical studies among several City Departments according to desired objectives of the City Manager. Explains and interprets the City Manager or Deputy City Manager's intentions concerning community issues or administrative objectives.

Prepares special reports, presentations, or informational material as assigned to City Departments, other agencies, City Council or the public.

Perform other related work as required.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in public administration, business administration, law, computer science or a closely related field; AND.

Experience:

Five to seven (5-7) years of experience in a related field, including various facets of municipal government operations, administration, management, planning or policy development; or any combination of experience relevant to the nature of the job

Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Certifications and Licenses:

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

KNOWLEDGE AND ABILITIES

Knowledge of:

Budgetary systems at the organizational and fund levels; budgeting concepts, principles and practices; fiscal forecasting methods; governmental budgeting; and financial analysis and

reporting.

Principle and practices of project and program management.

Principles, practices, and techniques of public administration including the fundamentals of government financial administration and intergovernmental relations and the functions of various public jurisdictions within a community.

Operations, functions, policies, and procedures of the City organization as a whole or ability to acquire such knowledge.

Principles and methods of organization and management analysis, operations management, fiscal administration and the use of electronic spreadsheets, PC databases and word processing in analysis and report preparation.

Local, state and federal issues and regulations concerning telecommunications, industry standards and municipal management of the public right-of-way.

Practices and principles of business, public administration and work related to area of assignment.

Cost management, generally accepted accounting practices and public procurement processes may be required.

Legal issues involved with assigned projects and the ability to know when to seek advice/assistance from the legal department.

Public policy development and implementation processes.

The political decision – making process.

The use and drafting of project-related technical and legal documents.

Budget and contract terms and administration.

Principles, practices, and equipment of modern office management.

Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.

Desktop computer spreadsheet and word processing software applications.

Typical operational activities of state and municipal governments.

Ability to:

Recommend a logical and effective course of action based on analysis of the situation.

Effectively plan, monitor and prioritize projects.

Work under tight timelines.

Interpret and apply Federal and State laws, rules, regulations and guidelines relating to fiscal matters.

Work independently.

Communicate effectively, both orally and in writing.

Lead a team or project.

Conceptualize policy and programs using logic, numbers and government processes.

Use computer spreadsheet applications for financial and budget tracking, and forecasting financial information.

Organize, prepare, and present data for management information.

Transform a variety of technical materials into lay terminology.

Speak and write effectively to a wide range of audiences.

Establish and maintain effective working relationships with employees, officials, and the public.

Conduct or coordinate in research, procedural, and administrative studies often involving economic or politically sensitive issues.

Anticipate and resolve issues and involve others in modern problem solving processes.

Identify administrative problems and to develop feasible solutions.

Operate a personal computer.

Carry out assignments without detailed instructions.

WORK ENVIRONMENT

Work is performed primarily in an office setting during regular business hours with some meetings occurring in early morning or evening hours. Work involves managing multiple priorities, meeting deadlines, reacting effectively to changing priorities. Work may involve formal presentations or conducting meetings in a leadership capacity. Work involves gaining the cooperation and understanding of a variety of people to accomplish work assignments. Sufficient mental concentration is needed to gather and analyze materials from a variety of resources.

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