

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Executive Director of the Municipal Council	Job Code: 0001
Date: December 6, 2022	EEO Code: EX
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is comprehensive administrative and professional analysis work responsible to provide general staff support to the Municipal Council and to assist with policy and/or program development, budget analysis, and a wide variety of other issues.

CLASSIFICATION STANDARDS: The single position assigned to this classification is responsible to the Municipal Council and performs senior-level administrative work involving a broad range of Council activities including coordination of Council activities involving the City budget and analysis of major issues and proposed programs.

ESSENTIAL DUTIES: Per Provo City Code 2.50.130: (a) Serve as a Council liaison with City Administration as requested by the Council; (b) Serve as a Council liaison with the citizenry and news media; (c) Coordinate administrative reviews; (d) Coordinate all Council activities required by law associated with the independent audits; (e) Coordinate all Council activities related to the analysis of the City budget, including, but not limited to, its review and adoption by the Council; (f) Coordinate all Council activities related to City appropriations; (g) Coordinate all Council activities related to the Council's duty to give advice and consent to the Mayor for City committees, boards, commissions, directors and employees, and other advisory bodies, as defined by State law and City ordinance; (h) Coordinate services provided for the Council when serving as the board or commission of the Redevelopment Agency, Stormwater District, or any other agency the Council is called to serve upon; (i) Evaluate, report and make recommendations to the Council as to whether the general intent of Council policies, in the form of ordinances and resolutions, are being complied with and carried forth by the City, in order to determine whether additional ordinances, resolutions or policies are required; (j) Coordinate and attend Council meetings, citizen meetings, and other meetings, including administrative meetings, as requested by the Council; (k) Supervise Council employees and agents, administering and exercising all appropriate supervisory powers including, but not limited to, hiring, training, conducting performance evaluations and administrative pay adjustments, disciplining, and terminating, as are necessary for the proper administration and effective operation of the Council Office; (l) Coordinate services provided for the Council by appointed independent contractors; (m) Coordinate the preparation of Council agendas and prepare analysis of legislative issues for Council review; (n) Supervise and have responsibility for the maintenance and publication of the Provo City Code; (o) Coordinate an annual Council review of the priorities and implementation strategies of the General Plan; and (p) Perform such other duties as are described in the Council Handbook or as may be directed by the Council Chair or a majority of the Council, to the extent permitted by Federal, State, and local law, including established ethical standards of conduct.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration, Accounting, Business Administration, or related field and 5 years of professional experience in a related field **OR** an equivalent combination of education/experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: ***Knowledge of:*** related laws, codes, rules, and regulations governing municipal corporations and city councils; policy analysis theories and practices; modern supervisory and managerial practices; operations, functions, and terminology common to the work; elected official protocols and standards; procedural rules of the Provo City Municipal Council; basic English composition, spelling, and grammar. ***Skill in:*** preparing clear, concise, and informative reports and presentations; organizing assigned work and developing effective work methods, including directing the work of others; performing financial trends analysis, fiscal policy analysis, and multi-year budgeting; providing innovative, resourceful, and systematic approaches to solving complex policy issues; working independently and on team projects; promoting City objectives and policies; drafting appropriate policy to match short and long term strategic goals; practicing trust-building behaviors. ***Ability to:*** analyze and research complex data and incorporate findings into viable recommendations; prepare costs estimates, budget projections, and revenue forecasting; quickly and accurately perform work; exercise independent judgement while evaluating situations and in making determinations; provide professional advice, assistance, and recommendations on matters of overall City concern; prepare clear, concise, and accurate reports; make professional presentations; communicate effectively with individuals of high rank; influence others to obtain desired results including the appropriate use of tact, timing, and judgement; deal with the public and fellow workers in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Calculator, computer, telephone, various word processing and job-specific software, presentation charts, motor vehicle, various office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer for long periods and maintaining concentrated attention to detail. May include driving to various City sites, meetings, and events.

ENVIRONMENTAL FACTORS: Work is typically indoors with few or no occupational hazards except for exposure to potentially stressful circumstances, including the meeting of strict deadlines and contact with individuals in potentially difficult or emotional circumstances.



 Municipal Council Chair

12/6/22

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.