

Class Code: 2374  
EEO Code: E-01  
Pay Code: EX-36

Group: Clerical and Administrative  
Series: General Administrative

**CLASS TITLE: COUNCIL POLICY ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction provides staff assistance and advanced administrative work for the City Council by performing complex research and policy analysis to support the development of Council Policies and Ordinances; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Performs research pertaining to policy analysis for the City Council and makes recommendations involving policy development, budgetary matters and program review, development and initiation
- Acts as policy liaison between the Council, City administration and/or the public
- Composes position papers and performs related policy research
- Supports the Council's policy development and strategic planning role by developing policy models/constructs and planning strategies
- Serves as staff liaison to Council's committees/subcommittees and budget team as required
- Manages policy development projects and presents resultant proposals and recommendations to the Council
- Conducts surveys, analyzes data and prepares various reports
- Makes detailed professional presentations to the Council, Mayor and City Department Heads
- Provides information to the public and/or groups, departments and the Council
- Performs key administrative tasks relating to the central operation of the Council office
- Provides direct administrative support to a councilor as needed on specific areas of research and policy development
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Master's degree in public administration, political science or a closely related field, and two (2) years of responsible experience in administrative public sector or related policy research, development and/or analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; and considerable knowledge of research methods and techniques and methods of report presentation. Ability to collect, organize and present complex information; ability to analyze and interpret pertinent laws, ordinances and regulations; demonstrated ability to write comprehensive reports; ability to express oneself clearly and concisely, both verbally and in writing; ability to maintain various computer operating systems and related software; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings and requires some evening work.

Effective Date: April 10, 2003