

Welcome to the

Office of the Chief Administrative Officer



Office of the



Chief
Administrative
Officer
(CAO)



“

The Office of the
CAO provides
overall direction
for the Office of
Management &
Finance.

”





OFFICE OF THE CAO & CITYWIDE PROJECTS INCLUDES

Business Operations

Policy Team

Citywide Projects

**Public Safety Systems Revitalization
Project (PSSRP)**

Enterprise Business Solution (EBS)



VISION

“

Deliver world class services through our leadership, expertise, and innovation.

”

“

Accountability
Collaboration
Equity
Innovation
Service
Sustainability

”

VALUES




GOALS

**Trusted Business
Partner**

**Operational
Excellence**

**Financial
Stewardship**

**Employer of
Choice**

A scenic night view of a city with a mountain in the background and a lit street lamp in the foreground. The image is used as a background for a text overlay.

To be a trusted
partner creating
smart solutions
for the City and
our community.

“

The Office of the
CAO provides
leadership,
oversight, and
support for a
variety of Citywide
projects.

”



**LEADERSHIP
OVERSIGHT
SUPPORT**

Office of Management and Finance

Chief Administrative Officer

BHR

**Bureau of Human
Resources**

BIBS

**Bureau of Internal
Business Services**

BRFS

**Bureau of
Revenue &
Financial Services**

BTS

**Bureau of
Technology
Services**

CAO

**Office of the Chief
Administrative
Officer**

**CITYWIDE
PROJECTS**

**PSSRP
EBS**

Office of The Chief Administrative Officer

Fred Miller, Chief Administrative Officer

Citywide Projects

Satish Nath EBS
Jeff Baer PSSRP

**Business
Operations**

Jane Braaten

Policy Team

Betsy Ames

BUSINESS OPERATIONS



Budgeting and Financial Management

Interagency Rates and Agreements

Communications

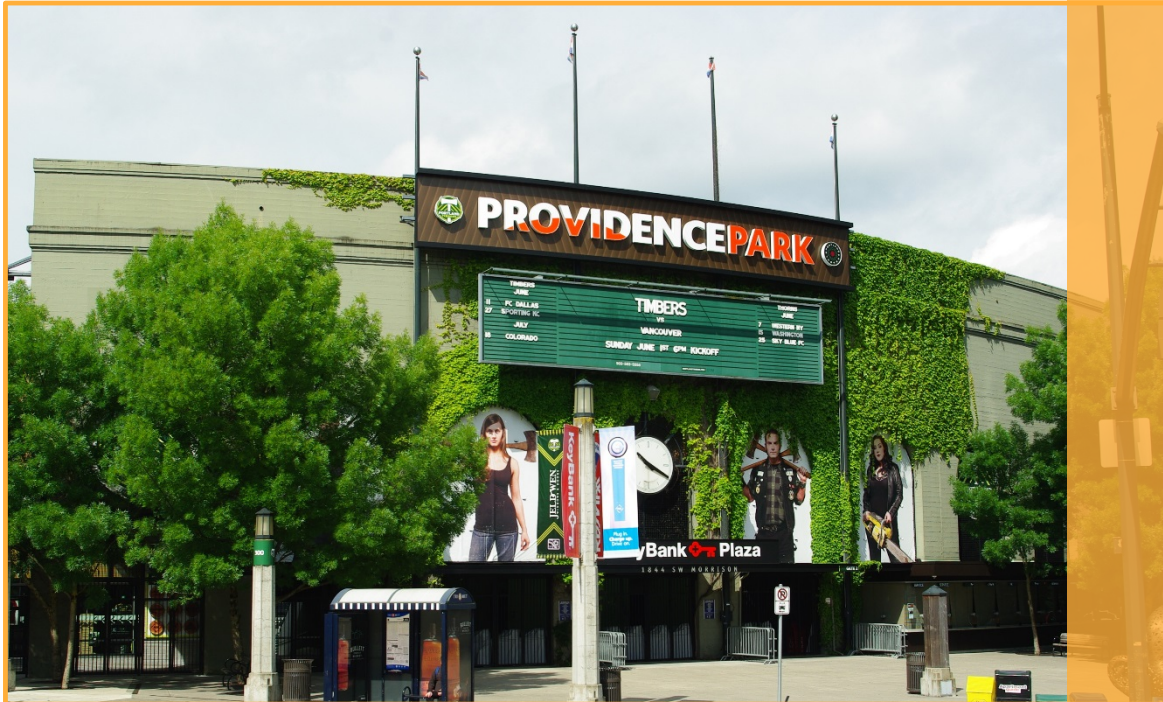
PIO and Public Records Requests
OMF Strategic Plan & CAO Work plan
Citywide & OMF Advisory Committees

Administrative Services

Project Management

Citywide Charitable Campaign
Innovation Fund
OMF Financial Policies

POLICY TEAM



Administrative Rules

Audit Monitoring

City Code

Continuity of Operations

Financial Policy Review

Intergovernmental Relations

Legislative Development

Spectator Facilities

CITYWIDE PROJECTS



Public Safety Systems
Revitalization Project (PSSRP)

Enterprise Business Solution
(EBS)



GET TO KNOW YOUR NEW OFFICE

Tour of work area

Name badge

**Location of equipment &
supplies**

Introduction to coworkers

Ergonomic assessment

**Time & attendance reporting
(ESS)**

HR Administrative Rules

OMF Policies & Procedures

**OMF Media & Public Records
Policies**

City Vehicle & Travel policy

Evacuation Procedures



**POLICIES
& RULES**

Office of Management & Finance

Office of the Chief Administrative Officer

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1120 SW 5th Ave, Room 1250, Portland, OR 97204

[MORE CONTACT INFO](#)



[Business Operations](#)

[Policy Team](#)

[PSSRP](#)

[Enterprise Business Solution](#)

[Director's Calendar](#)



FEATURED

[PSSRP One-year Follow-up Report 2014](#)

[2014 PSSRP Annual Report Memo](#)

[2014 PSSRP Report to CAO](#)

OUR MISSION STATEMENT

Our mission is to be a trusted partner, creating smart solutions for the City and our community.

CONNECT



Chief Administrative Officer, Fred Miller

[Email](#) | [Biography](#) | [Calendar](#)



Mayor Charlie Hales

[Email](#) | [Biography](#)



**The Office of the CAO
Welcomes You!**