

**CLASS SPECIFICATION**  
**Sustainable Development Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the Office of Sustainable Development; develops, implements and evaluates bureau programs in accordance with bureau mission, goals and objectives; coordinates strategic planning, policy and legislation development, research, outreach and education activities and citizen involvement for City natural resource conservation and sustainable development programs; manages, plans and directs the provision of solid waste collection and recycling services to residential and commercial customers; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position bureau head class is responsible for planning, managing, directing and integrating programs, personnel and operations responsible for the coordination, development and delivery of resource conservation programs and waste collection services. This position reports to an elected City Commissioner. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within broad policy direction established by the City Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Office of Sustainable Development; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance standards; develops and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of programs, processes, systems and procedures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of subordinate managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with managers/supervisors to develop

and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Performs City-wide strategic planning for natural resource conservation and sustainable development; develops, coordinates and implements methods to reduce City government energy costs, carbon dioxide emissions and the use of fossil fuels, including energy conservation, increased production of renewable energy resources and energy efficiency efforts in City facilities and fleet services; develops, coordinates and implements methods and procedures to increase commercial and residential customer recycling rates; encourages and promotes government and commercial construction practices to use sustainable, resource efficient building practices.
5. Negotiates and secures new contracts for the purchase of power for City government facilities; negotiates and creates the franchises for power providers to Portland consumers.
6. Oversees the contract operations of City-wide solid waste collection and recycling services; negotiates and manages contracts, franchises and regulation of residential and commercial haulers.
7. Develops relationships with partners and funding agencies at the local and national level to obtain grants, contracts and other types of funding to enable the bureau to reach its energy, natural resource and recycling goals; develops proposals and negotiates contracts or interagency agreements with various federal, state and local governmental agencies, other City bureaus and private agencies, task forces, initiatives and alliances to generate revenue and partnerships for the bureau.
8. Directs the analysis of proposed legislation and regulations; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.
9. Works with the Directors of other bureaus to provide technical assistance in developing and implementing Sustainability Plans for their bureaus to comply with City policy.
10. Develops partnerships and provides oversight to organizations which provide sustainability services and technical assistance; provides direction and technical assistance to the business community on issues related to sustainable industries, green buildings, and environmental stewardship.
11. Works closely with the Mayor and City Commissioners to develop, support and/or implement initiatives related to sustainability..
12. Represents the bureau to the Commissioner-in-Charge and the City Council.

## **OTHER DUTIES**

1. Represents the bureau and the City as board or committee member of various energy- and environmental-related committees, initiatives, trusts, agencies and task forces.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques involved in the development, implementation and management of a large, urban waste collection and natural resource conservation system.
2. Regulatory mechanisms for electrical and natural gas utility rate-making.
3. Applicable federal, state and local laws, regulations and court decisions.
4. City functions and associated management, financial and public policy issues.
5. Technologies, systems and best management practices related to energy and resource conservation.
6. Social, political and environmental issues influencing program/project development and implementation.
7. Principles and practices of public administration, including budgeting, financial planning, purchasing and the maintenance of public records.
8. Research methods and analysis techniques.
9. Principles and practices of sound business communications.
10. Operation of standard business software.
11. Principles and practices of effective management and supervision.
12. City human resource policies and labor contract provisions.

### **Ability to:**

1. Plan, organize and direct a complex contracting, resources conservation, waste collection and sustainable development operation.
2. Analyze and make sound recommendations on complex management and administrative issues.
3. Acquire grants and contracts to supplement limited general fund dollars needed to implement energy and resource conservation policies and programs.

4. Understand, interpret, explain and apply City energy, solid waste and sustainable development rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
5. Establish a broad, effective network of professionals within the utility, environmental, economic development and natural resource conservation communities/disciplines.
6. Exercise expert independent judgment and initiative within established guidelines.
7. Present proposals and recommendations clearly and logically on highly technical practices, policies and equipment to City Council, bureaus and community-wide.
8. Represent the City effectively in dealings with other governmental agencies, customers and energy providers on a variety of resource conservation and waste collection issues.
9. Communicate effectively orally and in writing.
10. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, community organizations, energy providers, representatives of other governmental agencies, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public administration, management, environmental science, economics, engineering or a closely related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of an energy or sustainable development program; or an equivalent combination of training and experience. Experience in a public agency and a master's degree in economics, urban planning or environmental science is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in

part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised: 08-29-07 (effective 12-11-06)-- updated description

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0891 SUSTAINABLE DEVELOPMENT DIRECTOR. Revised: 01-19-82; 07-01-92

June 2009 - Change Job Class number from 7024 to 30000416, due to system change.