City of Portland Job Code: 30000647

CLASS SPECIFICATION Water Resources and Urban Affairs Coordinator

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, performs a variety of complex, sensitive and highly responsible water resources planning, legislative and intergovernmental liaison and analysis duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Water Resources and Urban Affairs Coordinator performs a wide variety of complex, sensitive and highly responsible legislative liaison and analysis duties. The incumbent represents the City on intergovernmental and urban affairs matters, and conducts related studies and projects. Responsibilities and assignments require a sound understanding of bureau functions and programs as well as legislative and intergovernmental procedures and dynamics and significant accountability for effectively representing the bureau's interests in the City's overall legislative program.

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. Performs legislative liaison and analysis activities, ensuring review of state and federal legislation affecting water resources matters, providing the bases for recommendations regarding City positions on relevant issues and legislative initiatives to advance the City's water resources interests, and conveying settled positions/policies to City lobbyists.
- 2. Serves as liaison to the League of Oregon Cities for water resources matters, representing the position of the Portland Metropolitan Water District on related issues, and participating in the formulation of LOC positions regarding relevant legislation and legislative initiatives.
- 3. Develops bureau analysis and recommendations regarding proposed annexations, gathering technical and engineering comment on concomitant effects, and drafting, filing and providing testimony relating to ordinances to withdraw territory from other water districts, negotiating inter-district agreements regarding boundaries, service and personnel transfer; drafts and reviews contracts.

OTHER DUTIES

1. Conducts special projects as assigned, including management review and analysis of current bureau projects and legal analysis regarding bureau positions on specific issues.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Legislative process and participants, committee organization, and jurisdictional distinctions.
- 1. Regulatory authorities at the federal, state, regional, and local level, and controlling regulations relating to water resources.
- 2. State law regarding annexation, special districts, municipalities, public utilities, and intergovernmental agreements.
- 3. Statistical analysis, research methodology, and legislative analysis.
- 4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

- 1. Identify problems, investigate issues, research relevant authorities, prepare findings, propose alternatives and make recommendations.
- 2. Prepare policy proposals, negotiate agreements and advocate positions.
- 3. Develop approached and coordinate activities and input of various City organizational units, other agencies and organizations relative to specific water resources issues and initiatives.
- 4. Review and interpret planning documents, codes, regulations and complex technical and legal documents.
- 5. Communicate effectively orally and in writing and present complex technical matters to non-technical individuals, including policy makers.
- 6. Establish and maintain highly effective working relationships with bureau managers, other bureaus, external stakeholders, Legislators, lobbyists and others encountered in working with a diverse workforce and community.

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 planning, business or public administration, law, or a closely related field; and three years of progressively responsible legislative or policy analysis experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

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.

Class History:

Adopted: 07-01-02

Revised:

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

0970 PROGRAM MANAGER II. Adopted: 07-01-92

June 2009 - Change Job Class number from 1453 to 30000647, due to system change.