CLASS SPECIFICATION
Watershed Division Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of the Watershed Division of the Watershed Services Group. Responsibilities include long and short-range watershed based planning for the Bureau of Environmental Services in conjunction with planning and engineering activities of other city bureaus; directing the development and implementation of programs, projects and plans to achieve bureau and city goals for protecting and enhancing watershed and river health. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Watershed Division Manager has administrative, financial and management responsibility for a division within the Bureau of Environmental Services Watershed Services Group. The incumbent is responsible for developing and implementing division goals related to overall group and bureau mission and goals. Responsibilities require independent judgment on issues that are complex, interpretative and evaluative in nature and are division, group, bureau and citywide in scope. Activities include long-range planning, developing policies, implementing bureau programs at the division level, organizing and directing division programs through management teams and developing and monitoring the division budget. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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 division; with subordinate managers, supervisors and professional staff develops, implements and monitors work plans to achieve division, group and bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned 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. Provides leadership and works with managers and assigned staff 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; hires personnel and approves hiring decisions made by staff; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Manages, oversees and directs the activities of the Watershed Division; manages and directs the development of and implementation of programs designed to realize BES planning goals and city-wide watershed and river health goals; assigns manager and staff responsibilities; develops and approves division policies, work plans and budgets; oversees the development of watershed plans that provide direction for city-wide watershed and river health policies, programs and projects.

5. Evaluates the effectiveness of the division's programs and processes; works with group manager to provide direction and assistance to division managers and staff for work process and organization improvements; to develop and implement new programs, initiatives or regulations that will contribute to division goal accomplishment.

6. Meets with and advises City officials, managers and other agencies, community groups and citizens regarding the City's short and long term watershed health program needs.

7. Represents the City on regional and statewide environmental and planning committees.

8. Researches and analyzes local, state and federal laws and regulations to determine applicability to and effect on program development and implementation; reviews planning documents, technical journals and papers for applicability to bureau-wide activities and projects.

9. Develops, monitors and forecasts the division budget; develops and establishes division priorities for inclusion of program proposals as part of the bureau's operating or capital improvement program budgets; prepares savings plan reports.

10. Serves as liaison with other governmental agencies and community organizations, and acts as subject-matter expert to respond to public or agency inquiries; represents the bureau and division at public events and hearings.

11. Working with the group manager, coordinates policy and program development and implementation issues with other City bureaus to ensure program goals are achieved within the context of City-wide planning and BES programs.

12. Works with other governmental agencies and City bureaus to develop and coordinate natural resource goals, policies, procedures and assessments and integrate BES planning with other agency plans and practices.

13. Develops strategies for positive communications between various City bureaus for effective delivery of services and positive working relationships; participates on and works with a team of group and division managers to develop oversight plans and practices to guide the work of the bureau and its divisions.

OTHER DUTIES

1. Serves as member of the bureau's planning group management team and acts as Planning Group manager as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Natural resource planning and design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.

2. Public involvement process, methods and organizing and conducting effective public meetings.

3. Information technology and computer capabilities applicable to functional responsibilities.

4. City functions and associated management, financial and public policy issues.

5. Social, political and environmental issues influencing program/project development and implementation.

6. Principles and practices of public administration, including budgeting, financial planning, purchasing and the maintenance of public records.

7. Research methods and analysis techniques.

8. Principles and practices of sound business communications.

9. Operation of standard business software.

10. Principles and practices of effective management and supervision.

11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, schedule and coordinate the activities of various work forces to complete different phases of program implementation work.

2. Understand, interpret and apply federal, state and city laws, codes, standards, and natural resource planning and design concepts and practices applicable to the area of specialization.

3. Conduct research, analyze and prepare studies of developments and trends, legislative and regulatory initiatives and mandates, public attitudes and concerns relating to program area.

4. Prepare and interpret planning documents, code and policy proposals, regulations and complex technical documents.

5. Communicate complex technical matters to non-technical individuals, including making presentations to community organizations.

6. Interact effectively, engage in problem solving and team building, conduct negotiations, and partner with citizens, community groups and contractors.

7. Establish and maintain effective working relationships with bureau managers, staff, representatives of other governmental and industry agencies and City bureaus 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 recognized four-year college or university with a major in environmental science, engineering, planning, business or public administration, or a closely related field; and at least six years of progressively responsible natural resource planning experience including at least four years of management and supervisory 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 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.

Class History:
Adopted: 07-01-02
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es): 0972 PROGRAM MANAGER IV Adopted: 07-01-92

Revised: 06-27-03 (Changes to class spec based on additional information provided in Request for Reconsideration).
Revised: 07-01-05 (Changed title from Environmental Services Planning Manager to Watershed Division Manager.
June 2009 - Change Job Class number from 7604 to 30000659, due to system change.