CLASS SPECIFICATION
Watershed Revegetation Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, manages and directs the operations and activities of the Environmental Services Watershed Revegetation program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class is responsible for managing and directing the operations and activities of the Environmental Services Watershed Revegetation program, which initiates and installs biologically complex environmental restoration projects in City watershed areas. Responsibilities are diverse in scope, require advanced technical knowledge and skill and the exercise of independent professional judgment.

Watershed Revegetation Program Manager is distinguished from Watershed Revegetation Supervisor by the incumbent's responsibility for the overall management of programs, resources and people assigned to watershed revegetation programs and activities.

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 assigned unit; with subordinate supervisors, develops, implements and monitors work plans to achieve unit mission, goals and performance measures; directs the development of and monitors performance against the biennial unit 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 supervisors 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; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with 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. Directs and manages technical and operational components of watershed revegetation projects; evaluates sites; oversees and monitors development and implementation of site plans, monitoring protocols, plant lists, maintenance prescriptions and other related documentation; develops and reviews contract specifications for contracted materials and services; monitors contract preparation and submission; evaluates and monitors contract compliance.

5. Directs and monitors biological components of program to ensure appropriate and successful revegetation of native plants to appropriate habitats; identifies biotic elements of local native ecosystems; analyzes and determines methods to restore these elements on project sites; monitors and evaluates revegetation and directs improvements, as necessary.

6. Obtains external funding for assigned projects; solicits grants and funds from appropriate sources; directs and monitors proposal development; oversees and participates in program marketing and promotion.

7. Represents the bureau and the program in frequent and extensive interactions with City residents, committees and public agencies; provides expertise, information and assistance to committees, residents and other public and non-profit agencies; receives, responds to and/or resolves questions, inquiries and complaints from citizens, organizations and agencies.

OTHER DUTIES

1. Attends and participates in public and non-profit organization meetings.

2. Makes presentations to community and non-profit groups in watershed revegetation matters.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced horticultural, botanical science and forest management principles, practices, terminology and methods related to watershed revegetation.

2. Plant community habitat restoration, conservation and maintenance methods and practices.

3. Plant taxonomy and native plant species found in the Northwest; theoretical and applied ecology and native ecosystems.

4. Statistics and experimental design standards and protocols.

5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

6. Basic contract administration practices and procedures.

7. Principles and practices of sound business communications.

8. Principles and practices of effective management and supervision.

9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, manage and integrate the activities of a watershed revegetation program to meet City and bureau business and operating objectives, as well as state and federal regulations.

2. Direct and participate in biological elements of program, including conducting field ecological surveys and inventories and performing site monitoring and analysis, making scientifically valid and appropriate interpretations and reach sound conclusions and analyses.

3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

4. Define issues, review, analyze and interpret large amounts of data, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

5. Communicate effectively both orally and in writing.

6. Understand and interpret applicable laws, codes and ordinances.

7. Prepare clear, concise and comprehensive reports and written materials.

8. Present proposals and recommendations clearly, logically and persuasively.

9. Operate a computer and standard business software.

10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.

11. Establish and maintain effective working relationships with managers, staff, representatives of governmental, professional and community organizations, 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 ecology, botany, environmental or biological science

or a closely related field; and at least five years of progressively responsible experience supervising development and implementation of habitat restoration and conservation programs, preferably involving plant species found in the Pacific Northwest; 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):

4127 BOTANIC MANAGER. Adopted: 07-01-92
June 2009 - Change Job Class number from 7617 to 30000667, due to system change.