

CLASS SPECIFICATION
Portland Harbor Superfund Administrator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, directs staff of the Portland Harbor Superfund Management Unit engaged in development and implementation of a citywide process to achieve cleanup and restoration of the Portland Harbor in compliance with Environmental Protection Agency (EPA) Superfund requirements and City Council direction.

DISTINGUISHING CHARACTERISTICS

The Portland Harbor Superfund Administrator directs a group of professional employees engaged in developing and implementing overall policy and direction for the City's response to the Portland Harbor as a Superfund site. The position is responsible for assuring that the City plays an active and constructive role in the clean-up and natural resource restoration efforts which will be a central part of the Superfund efforts of the EPA and the Oregon Department of Environmental Quality (DEQ.) The work involves coordination with other City bureaus as well as local and regional governments, state and federal agencies and tribal governments. The position will serve as the City's representative in local, regional and federal forums on the Portland Harbor Superfund site.

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 professional staff; with subordinate supervisors, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the biennial group 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; 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 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. Works with City Commissioners and bureau managers to develop policy and programs to implement the City Council directives pertaining to the Portland Harbor Superfund site.
5. Directs the activities of the Superfund program, including direct program staff and interbureau work teams. Manages consultant contracts and intergovernmental agreements related to Superfund activities.
6. Directs preparation of the citywide Portland Harbor Superfund work program and budget.
7. Leads negotiations and policy level discussions within the City and with regional partners and the regulatory agencies regarding the Superfund activities.
8. Represents or oversees representation of the City's Superfund program with local interest groups including business and environmental groups.
9. Coordinates with the City's Endangered Species Act (ESA) program staff, the River Renaissance staff and the City Attorney staff on matters relating to the Portland Harbor Superfund effort.
10. Coordinates with and advises related Bureau of Environmental Services programs, including upland clean-up activities, stormwater management and control, and other Bureau initiatives.
11. Coordinates with and advises City natural resource programs and funding initiatives related to the Portland Harbor Superfund effort and Lower Willamette River restoration effort.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Planning principles and practices, including strategic and integrated resources planning.
2. Administration, planning, organization principles, and program planning techniques.
3. Budget, personnel, cost control, and administrative practices and policies.
4. Functions and activities of City Bureaus which may be impacted by the Portland Harbor Superfund listing.
5. Scientific and analytical methods as applied to water quality and soil contamination.
6. Federal Superfund program, its laws and requirements and the roles and responsibilities of the US EPA, Oregon DEQ and natural resource trustee agencies and tribes in implementing the clean-up program and restoration efforts.
7. Issues involving contaminated sediments and their clean-up.
8. Issues involving natural resource damages done by long-term contamination of sediments and innovative strategies for restoring the health and vitality of those resources.

Ability to:

1. Plan, coordinate, manage, and evaluate complex work programs with diverse elements and participants.
2. Negotiate and problem-solve with groups with strong economic interests, environmental advocacy interests and/or regulatory responsibilities.
3. Communicate with City Council and other senior City staff about Superfund issues in writing and orally.
4. Review and interpret government regulations and guidelines.
5. Communicate effectively through written and oral presentations to different audiences including elected officials, agency representatives, regulators and special interest or environmental groups.
6. Establish and maintain effective working relationships with representatives from other bureaus, state and federal agencies, elected officials and diverse interest groups.

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 an advanced degree in environmental science, natural resource management, environmental law or a related field and at least ten years of progressively responsible work in environmental management including contaminant investigation and natural resources restoration 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: 01-22-03

June 2009 - Change Job Class number from 7641 to 30000678, due to system change.