

**CLASS SPECIFICATION**  
**Planning and Sustainability 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 Bureau of Planning and Sustainability; with the Mayor, leads development of the City strategic plans; develops and implements bureau programs in accordance with bureau mission, goals and objectives; coordinates bureau strategic planning, policy and legislation development, research, outreach and education activities and citizen involvement for City environmental planning and natural resource conservation, sustainable economic development, comprehensive planning, code development and regulatory improvement, district planning, and sustainable development programs; manages, plans and directs the provision of solid waste collection and recycling services to residential and commercial customers; represents the City in high-level meetings with community, business and professional organizations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position bureau head class is responsible for planning, directing and integrating broad, comprehensive long range planning, urban design, resource conservation, and sustainability programs, personnel and operations to advance a more sustainable, economically vital, well-planned future for Portland. This position reports to an elected Mayor or City Commissioner. Responsibilities are broad in scope, require a high degree of program, policy, and administrative discretion and are evaluated in terms of overall effectiveness of the Bureau's programs, plans, policies, codes, and services. The work of this class is performed within broad policy direction established by the City Council and Oregon Revised Statutes.

**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 Bureau of Planning and Sustainability; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance standards; develops and monitors performance against the annual 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; directs the improvement of management systems, processes and measurement techniques to improve bureau operations and effectiveness.
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. Working with the Mayor, City Council, subordinate managers, and other bureaus, agencies, and governments, leads the strategic planning process for the City organization as a whole; develops a shared City Strategy to guide City and non-City actions, to align investments, programs, and policies, and to create more efficient and effective government and community programs and projects.
5. Directs the development and implementation of initiatives and programs to enhance public awareness of the City's urban design, sustainable development, growth and planning challenges; addresses civic and business groups and other organizations regarding the City's long- and short-term planning and sustainability initiatives; meets with City bureau heads to coordinate planning and implementation activities; meets with community representatives to convey and receive information regarding urban design, land use, sustainable development, green building, economic, and environmental issues.
6. Performs City-wide strategic planning for environmental enhancement, natural resource conservation, green building, 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.
7. 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.
8. Plans, implements and manages complex inter-bureau and interagency programs; develops relationships with partners and funding agencies at the local and national level to obtain grants, contracts and other types of funding; develops proposals and negotiates agreements on behalf of the Mayor and City Council with various federal, state and local governmental agencies and private agencies, task forces, and alliances to generate revenue and partnerships for the bureau.

9. Interprets City Council instructions and requests; makes interpretations of City ordinances, policies and applicable laws and regulations.
10. Directs and oversees the preparation of analyses and recommendations regarding policy issues and long-range plans to address Portland's area and neighborhood planning needs; directs the analysis of proposed legislation and regulations; advises and counsels the City Council regarding planning and sustainability policy issues; advises and assists the City Council in identifying, articulating and implementing codes, policies and programs; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; serves as the chief representative for the City with other industry and governmental agencies, professional organizations and elected officials for planning, urban design, and sustainability issues.
11. 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.
12. Develops partnerships and provides oversight to organizations which provide planning, urban design, and sustainability services and technical assistance; provides direction and technical assistance to the business community on issues related to sustainable industries, green buildings, quality urban design, master planning, site planning, community building, and environmental stewardship.
13. Works closely with the Mayor and City Commissioners to develop, support and/or implement initiatives related to planning, urban design, and sustainability.
14. Represents the bureau to the Mayor, Commissioner-in-Charge and the City Council.
15. Participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national planning and sustainability trends and emerging strategies for metropolitan communities. Represents the bureau and the City as board or committee member of various planning-, urban design-, energy- and environmental-related committees, initiatives, trusts, agencies and task forces.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing and budgeting, public policy, and financial management as they apply to a large, complex municipality.
2. Theories, principles, practices and techniques related to current and long range urban planning, urban design, land use/zoning, annexation, environmental planning and urban renewal.
3. Theories, principles, practices and techniques related to sustainability, green building, sustainable districts, and resource conservation and management.

4. Theory, principles, practices and techniques involved in the development, implementation and management of a large, urban waste collection and natural resource conservation system.
5. Regulatory mechanisms for energy and solid waste utility rate-making.
6. Applicable federal, state and local laws, regulations and court decisions.
7. Technologies, systems and best management practices related to energy and resource conservation.
8. Social, political, economic, and environmental issues influencing program/project development and implementation.
9. Research methods and analysis techniques.
10. Principles and practices of sound business communications.
11. Operation of standard business software.
12. Principles and practices of effective management and supervision.
13. City human resource policies and labor contract provisions.

**Ability to:**

1. Plan, manage, integrate, and direct a complex bureau of city government focused on a wide range of planning, urban design, resource conservation, waste collection, and sustainability policies, programs, projects, and operations.
2. Define complex management, fiscal, budget and strategic planning issues; perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Acquire grants and contracts to supplement limited general fund dollars needed to implement bureau policies and programs.
4. Understand, interpret, explain and apply local, state and federal rules, regulations, policies, procedures and legislation applicable to areas of responsibility.
5. Establish a broad, effective network of professionals within the urban planning, utility, environmental, economic development, housing and community development, green building, urban design and architecture, and natural resource conservation communities/disciplines.
6. Exercise expert independent judgment and initiative within broad policy guidelines.

7. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City planning objectives.
8. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and nontechnical audiences.
9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding multiple and conflicting agendas and positions.
10. Establish and maintain highly effective working relationships with elected officials, bureau directors, City managers, employees, business and community leaders, the media, the public, residents and others encountered in the course of work.
11. Present proposals and recommendations clearly, logically, and persuasively on highly technical practices and policies to City Council, bureaus and community-wide.
12. Represent the City effectively in negotiations and other dealings with other governmental agencies, customers and stakeholder groups on a variety of difficult, complex, sensitive, and confidential issues.
13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

### **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 degree in public administration, management, urban or regional planning, environmental science, economics, engineering or a closely related field; and at least ten years of progressively responsible administrative or management experience in a complex state or municipal bureau or agency or comparable private planning or sustainable development firm; or an equivalent combination of training and experience. Experience in a public agency and a master's degree in economics, urban planning or sustainable development is preferred.

### **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: January 7, 2009

June 2009 - Change Job Class number from 7025 to 30001054, due to system change.