

CLASS SPECIFICATION
Environmental Intergovernmental Relations Manager

FLSA Status: Exempt

Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, strategizes and coordinates Bureau interaction with intergovernmental partners and regulatory agencies; oversees comprehensive compliance with regulatory requirements; orchestrates Bureau response to regulatory issues; directs environmental regulatory programs; assists with the development and execution of regulatory planning and policy; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of this single position classification include the organization and orchestration of BES interaction with regulatory agencies and intergovernmental partners. The incumbent will assist the Regulatory and Public Affairs Group Manager in the development and review of environmental regulatory policy and with outreach to City Council, other City bureaus, state and federal agencies and tribal nations. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative.

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 staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; develops and monitors performance against the 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, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Develops and retains 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. Monitors current and proposed environmental regulations and regulatory policy; reviews reports on the environmental, economic and operational impacts of new or proposed regulatory requirements; reviews and evaluates proposed regulations and regulatory policy; coordinates with tribal nations, other agencies and the River Trust on outlining and communicating potential impacts to the Bureau and City; develops responses to new or proposed regulations.
5. Develops regulatory modifications; writes and implements bureau environmental policy and recommends code revisions to City Council.
6. Leads and performs compliance monitoring and enforcement; reviews and evaluates plans and special programs necessary to implement new policies or regulations; monitors programs to ensure comprehensive bureau-wide compliance with regulations.
7. Administers the Bureau's streamlining process to achieve permitting for City construction projects with potential impacts on community water resources to protect and eventually restore the health of the Willamette River system.
8. Develops partnerships with other City bureaus, regional, state and federal agencies, tribal nations and national resource trustees to evaluate and respond to regulatory requirements and assess the effectiveness of regulations to achieve broad-scale river health.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable federal, state and local laws, environmental regulations and policies.
2. Federal and state environmental protection processes and authority.
3. Government agencies and groups associated with environmental protection regulations and interests.
4. Environmental regulations related to wastewater treatment, water resources and environmental contamination issues.
5. Principles and practices of budgeting and purchasing.
6. Records management requirements and procedures.
7. Principles and practices of effective human resources management and supervision.
8. Computer applications related to the work.
9. Business management principles and practices.
10. Basic knowledge and understanding of the federal Superfund program.

Ability to:

1. Analyze environmental regulations and determine major areas of impact to Bureau operations and make recommendations for intergovernmental review.
2. Establish effective relations with City bureaus, state and federal agencies and tribal nations.
3. Understand, interpret, and explain local, state and federal environmental protection requirements
4. Interact effectively, engage in problem solving and team building, and initiate and direct partnership programs with citizens, stakeholders, interest groups, and agency personnel.
5. Establish and maintain effective working relationships 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 environmental science, communications, public or business administration, or a closely related field; and at least seven years of progressively responsible environmental management experience, at least three years of which were at a management level; or an equivalent combination of training and experience.

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: 12-06-2007

Revised:

June 2009 - Change Job Class number from 7211 to 30000859, due to system change.