

CLASS SPECIFICATION
Regulatory and Public Affairs Group Manager

FLSA Status: Exempt

Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans and directs the programs and personnel of several divisions of the Bureau of Environmental Services Director's Office. Directs bureau response to environmental policy and environmental regulatory issues related to the City's wastewater and stormwater infrastructure and watershed health; directs bureau public information, community outreach, community involvement and intergovernmental relations functions; oversees the Portland Harbor Superfund Unit; provides administrative oversight for Director's Office staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning, organizing and directing the programs and activities of the Bureau of Environmental Services' Regulatory & Public Affairs Group, ensuring bureau regulatory compliance with environmental laws and regulations, overseeing bureau coordination with other governmental agencies and directing the bureau's overall public information, education and community outreach programs. The incumbent is responsible for developing group goals and objectives, as related to the bureau's overall goals, and for directing day-to-day activities of the assigned divisions. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

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 divisions; with subordinate managers, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the 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 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; 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 managers 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. Monitors bureau compliance with relevant local, state and federal laws and regulations; through coordination with other group managers, ensures proper enforcement procedures and reporting mechanisms are followed and occur in a timely manner.
5. Researches and monitors developments related to the environmental policy, innovative technologies and natural resource protection and in other assigned areas of responsibility.
6. Through subordinate managers oversees intergovernmental coordination with City, State and Federal Agencies, tribal nations and natural resource trustees; monitors bureau relations with other governmental agencies; develops and reviews programs related to intergovernmental relations.
7. Prepares a variety of special and recurring studies and reports; develops recommendations to improve environmental policy and regulations; carries out environmental programs of the Bureau efficiently and effectively; coordinates activities of the assigned divisions with other divisions, bureaus and agencies.
8. Through subordinate managers, plans, directs and reviews programs related to Superfund regulations and requirements, communication policies and meeting compliance standards.
9. Through subordinate managers, plans, directs and reviews programs related to public information, community outreach and community involvement.
10. Prepares and submits required regulatory reports to state and federal environmental agencies.
11. Confers with and advises City staff, consultants, residential and commercial stakeholders on matters pertaining to City environmental policy and actions.
12. Provides administrative oversight to Director's Office staff; directs the improvement of management systems, processes and measurement techniques to improve division operations and effectiveness; oversees provision of good customer service and directs improvement as necessary; provides technical assistance to staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable federal, state and local laws, regulations and policies.
2. Principles and practices of communications for a large public utility.

3. Federal and state environmental protection processes and authority.
4. Principles and practices of budgeting and purchasing, including the preparation of bid specifications.
5. Records management requirements and procedures.
6. Principles and practices of effective human resources management and supervision.
7. Computer applications related to the work.
8. Business management principles and practices.
9. Principles and practices of public involvement and environmental education programs.
10. Basic knowledge and understanding of the federal Superfund program.

Ability to:

1. Analyze complex policy, environmental and operational issues and problems, evaluate alternatives and reach sound conclusions and recommendations for action and improvement.
2. Understand, interpret, explain and apply local, state and federal environmental protection requirements
3. Establish and maintain effective working relationships with City management, employees, regulatory agency officials, consultants and contractors, employees and others encountered in the course of work.
4. Manage communications, customer service and controversial public issues.
5. Manage a diverse customer service organization providing environmental policy advancements.

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, civil engineering, communications, public or business administration, or a closely related field; and at least 10 years of progressively responsible environmental management experience, at least five 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

June 2009 - Change Job Class number from 7209 to 30000858, due to system change.