

CLASS SPECIFICATION
Sustainable Stormwater Division Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of the City's Sustainable Stormwater Division. Responsibilities include long and short-range planning for the Bureau of Environmental Services in regards to sustainable stormwater; directs the development and implementation of programs, projects and plans to achieve bureau and city goals for sustainable stormwater management; collaborates with other City Bureaus on planning of sustainable stormwater issues including design, funding, implementation, and related issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Sustainable Stormwater Division Manager has administrative, financial and management responsibility for the Sustainable Stormwater Division within the Bureau of Environmental Services Watershed Services Group. The incumbent is responsible for developing and implementing division goals related to overall group and bureau mission and goals. Responsibilities require independent judgment on issues that are complex, interpretative and evaluative in nature and are division, bureau and citywide in scope. Activities include short- and long-range planning, developing policies, organizing and directing division programs, and developing and monitoring the division budget. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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 division; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program goals, objectives and performance measures consistent with the City's quality and citizen service expectations; develops and monitors performance against the multi-year and annual program budget.
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 and works with managers and assigned staff 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; hires personnel and approves hiring and/or contractor task assignment decisions made by staff.
4. Provides leadership and works with program staff to develop and retain a high performance, service-oriented work environment that supports 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.
5. Manages, oversees and directs the activities of the Sustainable Stormwater Division; manages and directs the development and implementation of programs designed to realize BES planning goals and city-wide watershed health goals; assigns staff responsibilities; develops and approves division policies, work plans and budgets; oversees the development of stormwater plans that provide direction for city-wide watershed health policies, programs and projects.
6. Evaluates the effectiveness of the division's programs and processes; works with group manager to provide direction and assistance to division staff for work process and organization improvements; to develop and implement new programs, initiatives or regulations that will contribute to division goal accomplishment.
7. Provides a high level of innovation, expertise and change management to execute new directions and leadership on a city, regional and national level. Provides leadership to sustain the City's rapid advance in green infrastructure.
8. Meets with and advises City officials, managers and other agencies, community groups and citizens regarding the City's short and long term watershed health program needs.
9. Represents the City on statewide, regional and national environmental and planning committees.
10. Researches and analyzes local, state and federal laws and regulations to determine applicability to and effect on program development and implementation; reviews planning documents, technical journals and papers for applicability to bureau-wide activities and projects.
11. Develops, monitors and forecasts the division budget; develops and establishes division priorities for inclusion of program proposals as part of the bureau's operating or capital improvement program budgets; prepares savings plan reports.
12. Serves as liaison with other governmental agencies and community organizations, and acts as subject-matter expert to respond to public or agency inquiries; represents the bureau and division at public events and hearings.
13. Working with the group manager, coordinates policy and program development and implementation issues with other City bureaus to ensure program goals are achieved within the context of City-wide planning and BES programs.

14. Works with other governmental agencies and City bureaus to develop and coordinate natural resource goals, policies, procedures and assessments and integrate BES planning with other agency plans and practices.
15. Serves as a member of the Watershed Services Group management team and acts as Group manager as needed.
16. Develops strategies for positive communications between various City bureaus for effective delivery of services and positive working relationships; participates on and works with a team of group and division managers to develop oversight plans and practices to guide the work of the bureau and its divisions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices and methods of program, administrative and organizational analysis.
2. Natural resource planning and design principles, practices, current trends, regulations, standards and laws applicable to the area of sustainable stormwater.
3. Advanced principles, practices, tools and techniques of program/project planning and management.
4. Social, political and environmental issues influencing program/project development and implementation.
5. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
6. Principles, practices and methods of budget development and management.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Principles and practices of public outreach and involvement, including marketing principles and practices.
9. Principles, practices and techniques of group process facilitation and conflict resolution.
10. Principles and practices of sound business communication.
11. Principles and practices of effective management and supervision.
12. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, manage and direct a variety of complex program functions and activities to program/project goals, objectives, timelines and deliverables over a multi-year period.
2. Understand, interpret and apply federal, state and city laws, codes, standards, and natural resource planning and design concepts and practices applicable to the area of sustainable stormwater.
3. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
4. Communicate complex technical matters to non-technical individuals, including making presentations to community organizations.
5. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
6. Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
7. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
8. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
9. Understand, interpret and respond to internal and external customer needs and expectations.
10. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
11. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
12. Negotiate effectively on behalf of the bureau and the City.
13. Ensure the maintenance of all required files, records and documentation.
14. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
15. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
16. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, 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 environmental science, engineering, planning, business

or public administration, or a closely related field; and at least six years of progressively responsible natural resource program/ project implementation and planning experience including at least four years of management and supervisory experience 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 may be required for certain work assignments.

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: 10/31/08

June 2009 - Change Job Class number from 7606 to 30001078, due to system change.