CLASS SPECIFICATION
Street Maintenance & Improvement Fee Administrator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, manages and participates in administration of the City's Street Maintenance and Improvement Fee program; serves as liaison to a number of other internal and external agencies involved with the program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Street Maintenance and Improvement Fee Administrator is a single-class position in the Office of Transportation, responsible for planning, organizing and managing all aspects of the Street Maintenance and Improvement Fee (SMIF) program, including duties specifically assigned to the position by City Code. The incumbent interprets City Code, establishes policy to carry out Code provisions, coordinates citizen appeal processes, and coordinates supporting work of four Office of Transportation bureaus, four other city bureaus, the Multnomah County Assessment and Taxation Division and various support contractors.

Street Maintenance and Improvement Fee Administrator is distinguished from other professional business management and finance classes by the incumbent's specialization in the technical and business management of the SMIF program.

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 section; develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau and program 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.

3. Provides leadership and works 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. Directs, participates in, coordinates preparation of and administers the Street Maintenance and Improvement Fee program operating and capital budgets, involving a complex variety of revenue and funding sources; supervises and participates in annual and multiyear financial plans and revenue forecasts; studies, develops and recommends investment strategies and financial policies to meet bureau needs and requirements; monitors budget performance reports and prepares periodic analyses and budget and accomplishment reports for use by management, OMF, City Council, other bureaus and other governmental and regulatory bodies; may oversee and participate in the development of rate systems and structures to meet bureau revenue and financing requirements, including conducting annual rate studies and conducting income, fund balance and other analyses.

5. Recommends projects and services to be funded with SMIF revenues; monitors funded bureaus to ensure conformance with project schedules and financial performance.

6. Supervises and participates in studies of bureau operational and administrative processes and practices to identify process, productivity and cost improvements; recommends changes to improve productivity and service while reducing costs.

7. Performs and supervises legislative and policy analyses of complex issues with potentially significant impact on bureau programs, operations and/or revenue streams; formulates approaches and courses of action to address issues identified; participates in bureau strategic planning processes and develops action plans to execute strategy in areas of assigned responsibility.

8. Represents the bureau in meetings with City officials and staff on SMIF program matters; makes presentations before outside groups and agencies; coordinates and consults with other bureaus and agencies to ensure work programs and objectives are consistent.

OTHER DUTIES

1. Supervises the Office of Transportation Strategic Initiatives Team (SIT); directs SIT projects tasked by the Office of Transportation Directors Team; develops project execution strategy and schedules; provides oversight and guidance regarding work performed by SIT staff; identifies opportunities and recommends SIT projects to the Directors Team.

2. Performs, directs and supervises legislative and interagency coordination, including review and analysis of pending bills, on behalf of the Office of Transportation.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration, including human resource management, purchasing, contracting and maintenance of public records.

2. City Code, policies and procedures applicable to the management and administration of the Street Maintenance and Improvement Fee program, including rate and fee structures and processes, billing and collections processes and procedures and related matters.
3. Principles, practices, methods and techniques of financial analysis and forecasting.
4. Principles, practices and methods of municipal budget development and management.
5. Basic principles and common practices and vehicles for public agency financing.
6. Practices and procedures of enterprise and governmental accounting, including cost and project accounting and methods of financial control and reporting.
7. Internal control principles and practices.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. City operations and functions and associated financial management, budgeting and business operation issues and challenges.
10. Research methods and statistical and financial analysis techniques.
11. Principles and practices of computer-based financial and accounting systems.
12. Principles and practices of effective management and supervision.
13. City human resources and labor contract provisions.

Ability to:

1. Plan, organize, manage and direct a variety of complex SMIF programs, financial and accounting functions and operational programs and activities, including billing and collections.
2. Analyze, evaluate and make sound recommendations on complex financial data and operations.
3. Define complex financial, rate setting and financing issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.
4. Understand, interpret, explain and apply City, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
5. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings.
7. Represent the City and bureau effectively on a variety of issues; negotiate effectively on behalf of the bureau.
8. Prepare clear, concise and comprehensive reports, correspondence, reports, studies and other written materials.

9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with all levels of City and bureau management, other governmental agencies, employees, media representatives 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 degree in public or business administration, finance or a closely related field; and at least five years of progressively responsible finance, budgeting, project management and administrative experience, at least two years of which were at a supervisory level and involved administration of programs similar in scope and complexity to the Street Maintenance and Improvement Fee program; 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 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: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0930 SENIOR BUREAU ADMINISTRATIVE MANAGER. Adopted: 07-01-92; Revised: 10-31-99

June 2009 - Change Job Class number from 7397 to 30000584, due to system change.