

CLASS SPECIFICATION
Water Resources Planning Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, directs staff of the Water Resources Management unit, engaged in water resources planning, legislative liaison and analysis, and providing staff support services to the Regional Water Providers Consortium; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Water Resources Planning Manager directs a group of professional employees engaged in economic and statistical analysis, customer demand monitoring, and other activities designed to provide water resources needs assessment, while also conducting legislative analysis and intergovernmental liaison.

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 subordinate supervisors, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the biennial 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 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 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. Performs and directs legislative liaison and analysis activities, ensuring review of state and federal legislation affecting water resources matters, formulating recommendations regarding City positions on relevant issues, and recommending legislative initiatives to advance the City's water resources interests.

5. Directs preparation of the planning section work program and budget for both the Regional Water Providers Consortium and for the bureau work tasks, including any capital improvement project funding elements.
6. Directs inter-group work projects, including wholesale water contract renewal negotiations, infrastructure master planning, and capital improvement, facilities and conservation planning, including preparing reports/policy analysis and recommendations/presentations and other coordinative roles in the above projects; provides intergovernmental liaison role for the above type projects for the bureau.
7. Oversees preparation of the bureau's water demand forecast, directing pertinent economic, water use, customer demand, historic and current billing, data gathering and analysis.
8. Coordinates intergovernmental and intramural planning activities relating to water resources development and operations.
9. Performs Project Manager duties described in the Portland/Consortium Staffing Intergovernmental Agreement between the City of Portland and the Regional Water Providers Consortium, including staff management, budget preparation and monitoring, policy analysis and review, project management, contract preparation, preparation and review of letters, reports and memorandums for the Consortium, representation of Consortium policies in intergovernmental affairs, meeting facilitation and staff support to Consortium bodies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Planning principles and practices, including strategic and integrated resources planning.
2. Administration, planning, organization principles, and program planning techniques.
3. Budget, personnel, cost control, and administrative practices and policies.
4. Research methodology; statistical and legislative analysis techniques.
5. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, coordinate, manage, and evaluate complex work programs with diverse elements and participants.
2. Review and evaluate planning documents, codes, regulations, and complex technical documents.
3. Communicate complex technical matters to non-technical individuals, including policy makers and members of the media.
4. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, and contractors.
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 planning, natural resources, or a closely related field; and at least six years of progressively responsible resource planning experience, including at least two years of supervision; 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.

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):

0972 PROGRAM MANAGER IV. Adopted: 07-01-92

June 2009 - Change Job Class number from 7588 to 30000648, due to system change.