

CLASS SPECIFICATION
Water Consortium Conservation Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, provides staff support to the Regional Water Providers Consortium; plans, organizes, manages, evaluates and participates in implementing regional water conservation programs for the Consortium; plans and monitors performance against program goals and objectives and ensures program results; interacts with internal and external program or project stakeholders to build program support; and performs related duties as assigned. The Regional Water Providers Consortium, a group of water providers and Metro, provides a forum for collaboration on water supply, resource management and conservation issues affecting the region. The Consortium coordinates the implementation of the Regional Water Supply Plan for the Portland Metropolitan Area. Persons in this class report to the Regional Water Providers Consortium Program Manager and Consortium Technical Subcommittee.

DISTINGUISHING CHARACTERISTICS

The Water Consortium Conservation Program Manager is responsible for, developing and implementing regional water conservation programs under direction of the Consortium. The incumbent is responsible for proposing new programs or modifications to programs to the Consortium Board and sub-committees and for implementing approved programs and attaining program results. The Program Manger also leads and participates in efforts to build program support with internal and/or external program stakeholders. Work requires strong analytical and communications skills and program/project management capabilities. An incumbent may supervise and/or provide program leadership and work direction of other program support staff.

This classification is distinguished from positions in the general Program management family by the specialized nature of the work and the knowledge of water conservation programs

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. Researches, develops, recommends and implements regional conservation programs of the Consortium, including the summer marketing campaign, youth education, trade ally programs, and community events; in coordination with Consortium Conservation Committee, develops annual conservation work program and budget; oversees the budget which includes approving invoices for payment, and monitoring expenses; develops and recommends associated program policies and operating and administrative procedures; identifies and recommends solutions to program resource needs and requirements; plans, organizes, implements and evaluates work activities to meet

established overall program or project goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals.

2. Develops, writes and produces education and outreach materials to educate and motivate water users to conserve water.
3. Acts as conservation resource to Consortium members and their regional conservation staff.
4. Prepares and presents conservation program updates and materials for Consortium Meetings
5. Identifies potential new conservation programs that could be implemented regionally by staying informed as to what is going on around the country. Is involved with national and regional AWWA conservation chapters.
6. Communicates and coordinates with external stakeholders.
7. Identifies public and private resources to support program objectives; develops proposal and funding applications; drafts requests for proposal, including defining scope of work; participates in evaluating bidder proposals and recommending selection of the successful contractor; drafts required ordinances and other related reports; administers contracts for services and monitors work to ensure contract requirements are met.
8. Acts as spokesperson for regional conservation at events, for public relations opportunities on radio and TV, and other media.
9. Data collection, analysis and management in coordination with monitoring and tracking efforts to evaluate conservation program effectiveness.
10. Establishes community and business partnerships to promote and support regional water conservation programs.
11. Coordinates program services and activities with other bureaus and City offices; develops program partnerships, where applicable, with external agencies and organizations; facilitates development of agreements for multi-agency efforts.
12. Plans, develops and conducts program outreach and promotional activities; develops information and outreach materials; plans and conducts program events, including planning and carrying out event/activity logistical arrangements.
13. Maintains and manages Consortium's Website e.g. upload documents and PDF Files, uses listserve to send periodic updates, works with vendors as needed.
14. Assigns tasks and directs work of support staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of program, administrative and organizational analysis.
2. General processes and operations involving water systems, sources, transmission and distribution.

3. Principles, practices, tools and techniques of program/project planning, budgeting and management.
4. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
5. Principles, practices and methods of municipal budget development and management.
6. Federal, state and local laws, regulations and court decisions applicable to water conservation.
7. Basic principles and practices of public outreach and involvement, including marketing principles and practices.
8. Principles and practices of sound business communication including web page design and maintenance.

Ability to:

1. Analyze difficult program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
3. Coordinate program activities with multiple stakeholders and facilitate development of agreement and consensus.
4. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
5. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
6. Understand, interpret and respond to internal and external customer needs and expectations.
7. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
8. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
9. Ensure the maintenance of all required files, records and documentation.
10. Coordinate and integrate multiple program or project work activities to meet critical deadlines.
11. Exercise independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
13. 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 public or business administration or a closely related field; and at least three years of progressively responsible experience involving analysis, planning, development and/or implementation of program activities to meet organization goals; 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: 07-01-02
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
0968 PROGRAM MANAGER I. Adopted: 07-01-92
0966 PROGRAM COORDINATOR. Adopted: 07-01-92
0530 ACCOUNTING SUPERVISOR I. Adopted: 07-01-92; Revised: 09-01-93

Revised: 12-29-05 Updated to include preparing and administering contracts for professional services.

12-14-07 Title change from Regional Water Providers Consortium Program Coordinator. Duties updated to add contract work. Compensation level changed retroactive to July 10, 2007.

June 2009 - Change Job Class number from 7584 to 30000646, due to system change.