

CLASS SPECIFICATION
Healthy Working Rivers Manager

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired on or after May 27, 2009 are exempt from Civil Service

GENERAL PURPOSE

Under general direction, provides leadership for the Office of Healthy Working Rivers (OHWR) by developing policies and strategic partnerships that will facilitate and advance environmental protection and economic development while working with a broad array of private, public and community stakeholders; leads and manages strategic relationships and interactions with other related City bureaus; creates and implements systems that facilitate cross-bureau coordination of river related activities; supervises staff assigned to the OHWR; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class develops and facilitates policies, programs, and strategies that achieve the priorities and vision of the Commissioner-in-charge for the OHWR. The leadership provided by this classification involves establishing and developing relationships across bureau lines and with federal, state and local governments, and the private sector. The position's responsibilities and assignments are broad in scope and require independent judgment on complex issues. The incumbent negotiates agreements that lead to significant funding, restoration and economic development opportunities along the Willamette and Columbia rivers.

The Healthy Working Rivers Manager is distinguished from other planning, development and environmental program managers by its overall leadership in development and implementation of programs and projects, both within the Bureau of Environmental Services and across other City bureaus, outside agencies, and private sector partners that support the vision of the Office of Healthy Working Rivers.

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. Provides leadership within the City and region by promoting and fostering river related economic development opportunities that integrate natural resource restoration opportunities within an urban environment.
2. Establishes and maintains highly effective, strategic working relationships with diverse groups and individuals, including City elected officials and managers, representatives of other governmental and regulatory agencies, private sector groups, the community, the media, and others encountered in the course of work.

3. Leads and manages strategic relationships and interactions with other related City bureaus; prioritizes issues for discussion and decisions; develops and implements systems that facilitate cross-bureau coordination of river related activities.
4. Develops, manages, and monitors an annual work plan and budget for the OHWR.
5. Advocates for the City's interests with regulatory agencies to achieve solutions that are acceptable to all entities.
6. Works with other City Bureaus and programs to mutually identify public and private resources to support river related objectives for the City; develops fundraising strategies and represents the City's interests in securing federal funding as well as funding from other sources to implement key projects.
7. Develops partnerships with other government agencies and private sector partners that facilitate achievement of mutual goals and outcomes.
8. Facilitates submission of funding applications and proposals related to achievement of OHWR goals.
9. Plans, organizes, directs and evaluates the performance of assigned staff to achieve the OHWR's mission and goals; 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, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
10. Provides leadership and works with program staff to develop and retain a high performance, service-oriented work environment that supports the City's and the OHWR's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
11. Participates in planning and management of eco-development projects helping to determine project goals, budget and work plan.
12. Facilitates implementation of river related projects ensuring that federal, state and local protection laws and regulations are met.
13. Participates in analysis, planning and development of city policies with regard to water use, access, quality, protection, river oriented development and restoration, especially as they pertain to the Columbia and the Willamette Rivers.
14. Writes and presents reports, briefs, and recommendations to Commissioner in Charge, City Council, other elected officials, regulatory agencies and the general public as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public administration, public and private financing, financial management and long-range planning as they apply to environmental protection in an urban environment including implementation and monitoring of sustainable solutions.
2. Social, political and environmental issues influencing river related programs/project development and implementation.
3. Principles of ecosystem and watershed management.
4. Basic principles of urban environmental planning and economic development with a focus on incorporation of natural resource restoration and sustainable development practices.
5. Federal, state and local environmental regulations applicable to riverine resources, including those related to environmental protection issues in an urban environment.
6. Methods and techniques of project planning, budgeting and implementation.
7. City operations and functions and associated business and financial management issues and challenges.
8. Budget, personnel, cost control and administrative practices and policies.

Skill in:

1. Developing relationships, partnerships, alliances and networks that facilitate delivery of office goals and objectives.
2. Management and administration of small to large groups of individuals either on project or organizational level.

Ability to:

1. Coordinate program activities with multiple stakeholders and facilitate development of partnerships and agreements.
2. Understand, interpret and respond to internal and external customer needs and expectations.
3. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
4. Present conclusions and recommendations clearly, logically and persuasively to stakeholders both verbally and in writing.
5. Provide management and leadership for OHWR staff, office organization and operation.
6. Analyze and make sound recommendations and decisions on complex management and administrative issues.
7. Translate broad organizational direction into the planning and organization of the OHWR

8. Identify, understand, and influence key stakeholders to create a supportive commercial, political, and community environment.
9. Reconcile competing and changing demands for limited resources within the context of short-and long-term organizational goals, objectives and plans.
10. Present reports, proposals recommendations and presentations clearly, concisely, logically and persuasively in public meetings.
11. Develop and apply creative solutions to complex issues, often within a highly charged or sensitive environment
12. Negotiate effectively on behalf of the City.
13. Establish and maintain effective cooperative and collaborative working relationships and partnerships with those encountered in the course of the work.
14. Exercise sound, expert, independent judgment and political astuteness within policy guidelines

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 planning, environmental resources, urban economics, public or business administration, or a closely related field; and eight years of increasingly responsible experience in public administration, environmental planning, or project coordination; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for some 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: 05-27-09

June 2009 - Change Job Class number from 7759 to 30001080, due to system change.