

CLASS SPECIFICATION
Assistant Environmental Services Director

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, leads and directs the development and implementation of the strategic agenda for the Bureau of Environmental Services (BES); assists the Environmental Services Director in charting and implementing the Bureau's strategic plan; oversees and directs strategic communication and outreach efforts; facilitates communication and cooperation among bureau groups, sister agencies and regional partners; assumes full responsibility and acts as the Environmental Services Director as requested and in the Director's absence; provides guidance and direction to other Environmental Services functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating a number of environmental services groups and serves a key operational role by having principal responsibility for overseeing the development and implementation of the Bureau's strategic agenda. The incumbent assists the Environmental Services Director in setting strategic direction, provides operational and tactical guidance bureau-wide, facilitates communication and cooperation among bureau groups and acts in the Environmental Services Director's stead as needed. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness. The Assistant Environmental Services Director is distinguished from other environmental services manager positions by the broad strategic and operational support to the Director, by its role in strategic agenda development, implementation and oversight, and by regularly serving in the Director's stead on key issues and in the Director's absence.

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 assigned groups; with subordinate managers, develops, implements and monitors work plans to achieve Bureau mission, goals and performance measures; directs the development of and monitors performance against the Bureau 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 managers and their 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 assigned managers 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. Manages the development and implementation of Bureau action agendas which address the Bureau's philosophy, mission, goals and outcomes for a specific period of time; manages the action agenda development process including oversight of contractors; communicates goals and outcomes; monitors Bureau progress on achieving action agenda goals and initiates adjustments as needed to insure that goals are accomplished; drafts individual performance plans for assigned group managers; insures that action agenda goals are incorporated into performance plans bureau-wide.
5. Assists the director in working with the City's elected leadership to set and carry out the City's environmental services vision, mission and objectives; assists the Director in charting and implementing the Bureau's strategic plan; develops and recommends strategies and initiatives.
6. Plans, develops and implements strategic initiatives for the Bureau in employee and organization development, communications and outreach, diversity and equity, and community and regulatory partnerships; provides direction and support to the Bureau's strategic communication efforts.
7. Plans, develops, organizes and manages bureau-wide process improvement and change management projects; works closely with the director and leadership team to structure and lead intra-bureau teams in order to implement process improvement and achieve Bureau goals; monitors implementation and evaluates effectiveness of change management projects.
8. Leads and directs the development of diversity and equity strategies, policies, and procedures that further the Bureau's commitment to creating a diverse workforce and an equitable environment; engages with diverse communities in direction-setting and to ensure equitable service to all customers.
9. Acts as the Environmental Services Director for assigned projects, issues, and in the Director's absence; serves as point person on key strategic initiatives; interacts with elected officials and City bureau directors to discuss initiatives, strategies or concerns at both broad and detailed levels; provides general guidance, advice, policy interpretation, and policy direction to all bureau groups, as needed and in Bureau Director's absence.
10. Represents the Bureau of Environmental Services in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations;

coordinates the Bureau's interaction with the Portland Utility Board (PUB); develops and maintains strategic partnerships with NGO's, large customers and other relevant organizations.

11. Monitors and analyzes proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other governmental agencies, professional organizations and elected officials.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Strategic planning and implementation, strategic communications, and long range goal setting.
2. Process improvement identification and implementation.
3. Principles and practices involved in the development, implementation and management of a large, public utility operation.
4. Public policy development and implementation.
5. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
6. Federal, state and local laws applicable to areas of responsibility.
7. Equity issues and the various factors to contribute to equity in service delivery and internal programs.
8. Research methods and analysis techniques.
9. City Code, procedures and requirements applicable to assigned areas of responsibilities.
10. Principles and practices of effective management and supervision, with an emphasis on emotional intelligence and grooming future leaders.
11. City human resources policies and labor contract provisions.
12. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability to:

1. Plan and direct the operations of a large complex public utility.
2. Manage key strategic initiatives from conception to completion, including coordination with other City bureaus, elected officials and regional partners.
3. Understand, interpret, explain and apply City environmental regulations, policies and procedures and applicable local, state and federal legislation and regulations.

4. Represent the City and the Bureau effectively in dealings with other governmental agencies and the public on a variety of environmental issues.
5. Develop and modify public environmental policies.
6. Analyze and make sound recommendations on complex regulatory, program management, operational, management issues.
7. Present information, proposals and recommendations clearly and persuasively in public settings.
8. Exercise sound expert independent judgments within general policy guidelines.
9. Interact effectively, engage in problem solving and team building, and promote effective cooperation and communication.
10. Establish and maintain effective working relationships with the Mayor, Commissioners, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.

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 related field; and at least ten years of progressively responsible administrative or management experience in a large, public utility or government agency, at least five years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. A master's degree is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required.

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: 05-25-16