

City of Portland

CLASS SPECIFICATION

DIRECTOR I

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to a Commissioner, the Mayor, or the Chief Administrative Officer. Under general policy direction, responsible for establishing the strategic direction, mission, and operations of the Bureau/Office. Classification is exempt from Civil Service.

Responsibilities include: planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; and directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of policy, program, and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Director I is one of three classifications in the City's senior executive-level management structure.

Director I is distinguished from Director II and III in that the latter are responsible for larger budgets, number of fulltime equivalent employees (FTEs), and number of managers or higher-level classifications directly reporting to them.

Director I must meet two of the following three requirements: responsibility for a minimum of .1% but less than 2% of total City budget, a minimum of one (1) but less than three (3) Manager III or higher-level direct reports, and a minimum of .1% but less than 1% of City's FTEs.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with the City Council and/or Chief Administrative Officer in setting and carrying out the City's vision, mission and objectives for the Bureau/Office; responsible for long-range strategic planning, financial management, and administration of policies, procedures, programs, goals, and objectives unique to the Bureau/Office.
2. Represent the City and Bureau/Office to the public, elected officials, other agencies, other Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations, chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Prepare strategic plans and annual work plans; develop and execute special projects impacting Bureau/Office operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and Bureau/Office plans, budgets, and policies.
4. Supervise, participate in, and approve the development and administration of the Bureau/Office budget; direct the forecast of resources needed for staffing, equipment, materials, and supplies;

authorize expenditures; monitor budget-to-actual revenues; implement mid-year or other adjustments.

5. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
6. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on Bureau/Office programs; ensure compliance.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general policy direction by City Council and under general policy direction by a Commissioner, the Mayor, or the Chief Administrative Officer.

Directly supervises subordinates. Indirectly supervises staff assigned to subordinate managers and supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the Bureau/Office.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
5. Ability to manage functions and operations, including personnel management and budget administration, and apply program practices to diverse and complex City services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
9. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
10. Ability to navigate sensitive political environments.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field and, when applicable, course work in the function related to the Bureau/Office (e.g. engineering, finance, accounting, human resources, etc.);

AND

Experience: Ten (10) years of increasingly responsible experience managing programs, activities, and personnel within areas and functions related to the Bureau/Office, including five (5) years of leadership experience in a complex and diverse organization.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Management experience working for a public agency.

Advanced degree or professional certification in a field related to the assigned Bureau/Office may be preferred for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: