

City of Portland

## CLASS SPECIFICATION

### MANAGER I

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to a Manager II, Manager III, Director, or other executive-level position. Under general direction, responsible for managing an organizational unit, typically through subordinate supervisors, and is responsible for the success of specific programs, functions, and work of the unit.

Responsibilities include: assisting with the planning, implementation, monitoring, and reporting of specific programs or activities; planning staff work schedules, deadlines, workflow, and methods; collaborating in determining unit goals and standards; providing staff with leadership, direction, and support; establishing staff performance requirements; mentoring for staff performance improvement; planning, organizing, and evaluating the performance of the unit; reviewing and approving vendor and professional contracts; managing budget allocations; managing direct reports and potential indirect reports. Responsibilities are somewhat broad in scope, allow for some discretion in carrying out the mission and goals of the organizational unit, and are evaluated in terms of overall program and cost effectiveness.

#### **DISTINGUISHING CHARACTERISTICS**

Manager I is the first of three classifications in the Manager series.

Manager I is distinguished from Manager II in that the latter is responsible an organizational unit with a greater Bureau/Office or Citywide impact, requires less oversight, and has more independent authority to make significant decisions with a high consequence of error.

Manager I is distinguished from the Supervisor series in that the former has greater responsibility for decision making, program implementation, budgets, and activities with broader organizational impact.

#### **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. Collaborate with senior management in carrying out the City's vision, mission, and objectives for the Bureau/Office; assist in the development of strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Attend public meetings to assist with and make presentations, conduct community outreach, provide assistance to City Council, and respond to sensitive citizen and media questions, feedback, and requests for information.
3. Collaborate with senior management in preparing strategic plans and annual work plans; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with Bureau/Office plans, budgets, and polices; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.

4. Oversee, develop, and administer budget, including forecasting resources; monitor budget to actual revenues and expenditures and suggest adjustments; manage quarterly and annual budget update processes.
5. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
6. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on organizational unit and to ensure compliance.
7. Plan, organize, and manage the work of staff, including developing and implementing work plans to achieve unit mission, goals, and performance measures.
8. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
9. Assist in the development of code, policy, and regulations related to the unit.
10. 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.
11. Prepare and present narrative and statistical program performance reports and recommendations to supervisors, management, and executive-level positions.

#### Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Manage water, environmental, planning, and/or sustainability programs; coordinate with regulatory agencies and direct Bureau/Office response to regulatory issues; manage environmental investigations and assessments of City systems and infrastructure, including contaminated City properties.
2. Oversee and direct various programs, such as emergency management, facilities, printing and distribution, and safety programs.
3. Oversee and manage the design, construction, and maintenance of infrastructure, capital improvement projects, and facilities.
4. Manage transportation functions such as parking enforcement, parking operations, active transportation, private-for-hire, and/or towing.
5. Manage and oversee parks operations, programs, and facilities; develop and implement marketing plans for recreational programs.
6. Manage restoration, maintenance, and improvement projects; oversee acquisition, sale, and negotiations related to real property.
7. Negotiate and manage public and private partnerships and business development opportunities.
8. Manage a human resources program providing general or specialized support Citywide or to Bureaus/Offices.
9. Manage various financial programs and functions such as procurement, revenue, accounting, treasury, debt management, taxation, and financial auditing.

#### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction and oversight by a Manager II, Manager III, Director, or other executive-level position.

Directly supervises a minimum of four (4) employees. May indirectly supervise staff assigned to subordinate supervisors.

## **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the organizational unit and Bureau/Office.
2. 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 communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
7. 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.
8. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to utilize City-specific technology and general office software.

## **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 field related to organizational unit or Bureau/Office (e.g. engineering, environmental science, finance, accounting, human resources, etc.);

AND

**Experience:** Four (4) years of progressively responsible experience developing, implementing, and managing programs, projects, and/or personnel functions within an organizational unit, including two (2) years in a supervisory role.

### **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: