

City of Portland

CLASS SPECIFICATION

SUPERVISOR III

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to a Manager, Director, or other management- or executive-level position. Under general direction, responsible for the operations of a varied or technical organizational unit, ensuring various activities related to specific programs and functions are performed by subordinate staff.

Responsibilities include: supervising the workload of the unit; assigning work to subordinate staff; overseeing staff activities to ensure achievement of unit goals and objectives; coordinating and supervising unit programs and functions.

DISTINGUISHING CHARACTERISTICS

Supervisor III is the highest of three classifications in the Supervisor series.

Supervisor III is distinguished from Supervisor II, in that the former has a minimum of one subordinate supervisor, has full responsibility for ensuring that programs and projects are implemented across the entire organizational unit, and requires less oversight and direction.

Supervisor III is distinguished from the Manager series in that the latter has greater responsibility for decision making, program implementation, budget management and oversight, 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. Recruit, hire, schedule, assign work to, and supervise staff, including other supervisors, volunteers, and casual/seasonal employees.
2. Develop job tasks and responsibilities, performance requirements and personal development targets for staff; provide instruction for performance improvement and development; conduct education and training; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Lead, direct, and provide assistance to organizational unit; create a positive and supportive work environment; enforce workplace safety; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
4. Create standard practices, policies and procedures for day-to-day operations of unit, program, project, or tasks; establish goals and direction and communicate expectations to staff.
5. Plan, develop, implement, and administer unit and Bureau/Office programs and projects.
6. Develop and monitor unit performance and identify opportunities for improvement; oversee development of new tasks and responsibilities for programs and projects.
7. Ensure that critical unit functions are completed, and that tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.

8. Communicate the status of programs, projects, and tasks with Bureau/Office management and other related units, and make recommendations and adjustments as necessary.
9. Participate in the development and administration of the unit's budget, including cost analysis of programs, projects, and staff; may assist in the development and administration of other Bureau/Office budgets.
10. Prepare, review, and oversee contracts with contractors and consultants; approve invoices; monitor compliance.
11. Update and maintain various unit databases and reports, and use data to guide and inform decision making processes.

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. Research, develop and implement operational policies and procedures for Bureau/Office administrative functions; supervise and direct business, administrative, or program processes.
2. Implement and supervise water, environmental, and sustainability programs and functions; develop and monitor performance indicators that reflect program efficiency.
3. Plan, organize, and supervise activities related to vehicle and equipment maintenance and repair operations; monitor vehicle and equipment management systems; perform vehicle and equipment assessments; maintain preventative and repair schedules; inspect and review repairs; identify vehicle and equipment replacement and disposal needs.
4. Supervise a complex recreational program; maximize safety and security.
5. Supervise various law enforcement programs, systems, and/or functions within the Portland Police Bureau.

SUPERVISION RECEIVED AND EXERCISED

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

Directly supervises a minimum of four (4) employees, which may include Supervisor I or II positions. Indirectly supervises staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles and practices of leadership, current business communication, public administration, budget preparation and administration, program evaluation, and fields related to the mission and purpose of the organizational unit and Bureau/Office.
2. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
3. Knowledge of relevant statutes, regulations, policies, and procedures that pertain to the unit, along with the ability to interpret and apply them.
4. Knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
5. Ability to supervise and direct a diverse staff of non-technical, technical, and supervisory personnel.
6. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
7. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
8. Ability to supervise 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.
10. Ability to make decisions within established policies and procedures that influence the daily operations of the unit and work of subordinate staff.

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 in business administration, public administration, or a field related to the organizational unit;

AND

Experience: Seven (7) years of progressively responsible experience in a public agency, customer service role, or field related to organizational unit or Bureau/Office, including two (2) years of experience 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:

Experience working for a public agency.

Four (4) years of experience performing work similar to that of subordinate staff.

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: