

**CLASS SPECIFICATION**

**MANAGER III**

**PAY GRADE: 62**

**CLASS CODE: 30003083**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Director, Deputy Director, or other executive-level position. Under minimal direction, responsible for managing an organizational unit, generally through subordinate managers, and is responsible for the success of specific programs, functions, and work of the division. Classification is exempt from Civil Service.

Responsibilities include: leading the planning, implementation, monitoring, and reporting of specific programs or activities; planning staff work schedules, deadlines, workflow, and methods; determining unit goals and standards; providing staff with leadership, direction, and support; leading the planning, organizing, directing, and evaluating the performance of the unit; mentoring for staff performance improvement; ensuring implementation of the goals and mission of the unit; reviewing and approving vendor and professional contracts; reviewing and managing budget allocations; managing subordinate supervisors and direct reports. Responsibilities are broad in scope, allow for substantial 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 III is the highest of three classifications in the Manager series.

Manager III is distinguished from Manager II in that the former reports to a Bureau/Office Director, Deputy Director, or similar executive-level position, requires minimal oversight, is responsible a large organizational unit with a significant Bureau/Office or Citywide impact, and is delegated substantial discretionary authority to make significant decisions with a high consequence of error, to develop and execute program policy, and to allocate program resources.

Manager III is distinguished from Deputy Director in that the latter is responsible for broad strategic and operational support to the Director, policy development and implementation, and regularly acts as the Director in their absence.

**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. Direct the organizational unit 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, and programs.

2. Represent the Bureau/Office in conducting presentations at public meetings, conducting community outreach, providing assistance to City Council, and responding to sensitive citizen and media questions, feedback, and requests for information.
3. Lead the preparation of 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 policies; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.
4. Direct budget development and administration, including forecasting resources; manage unit payroll and operating budgets; monitor budget to actual revenues and expenditures and suggest adjustments; direct and oversee cost/benefit and resource requirement analyses of the unit budget; 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 unit and to ensure compliance.
7. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
8. Direct the development and implementation of policies and procedures; initiate changes and updates to code, policy, and regulations.
9. Act as media liaison, including fielding inquiries, being interviewed, or speaking at press conferences; speak at community events and City Council meetings, and hold meetings with stakeholders.
10. Work with subordinate managers and supervisors to implement improvements and efficiencies identified through working groups with management and executive-level positions.
11. Conduct analysis of unit programs and services to identify and formulate improvements and efficiencies, with a focus on Bureau-/Office-wide opportunities that will arise as staffing levels and workloads change.
12. 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.
13. 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 the design, construction, and maintenance of infrastructure, capital improvement projects, and facilities.
3. Evaluate and oversee complex parks operations and programs.
4. Negotiate and manage public and private partnerships and business development opportunities.
5. Manage complex Citywide financial functions such as procurement and revenue.
6. Oversee the development and implementation of planning and urban design strategies, policies, and programs.

## **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by a Director, Deputy Director, or other executive-level position.

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

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

1. Comprehensive 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. Comprehensive 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. Knowledge of principals, practices, and methods of change management and the social, political, intergovernmental, and operational issues influencing Bureau/Office operations.
5. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
6. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
7. 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.
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 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);

AND

**Experience:** Six (6) years of progressively responsible experience developing, implementing, and managing programs, projects, and/or personnel functions within an organizational unit, including a minimum of four (4) 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.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: