

**CLASS SPECIFICATION**

**MANAGER II**

**PAY GRADE: 61**

**CLASS CODE: 30003082**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Manager III, Director, or other executive-level position. Under minimal 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: leading the planning, implementation, monitoring, and reporting of specific programs or activities; planning staff work schedules, deadlines, workflow, and methods; recommending unit goals and standards; providing staff with leadership, direction, and support; mentoring for staff performance improvement; planning, organizing, directing, and evaluating the performance of the unit; reviewing and approving vendor and professional contracts; reviewing and managing budget allocations; managing direct reports and potential indirect reports. Responsibilities are moderately broad in scope, allow for significant 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 II is second of three classifications in the Manager series.

Manager II is distinguished from Manager I in that the former is responsible for 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 II is distinguished from Manager III in that the latter is responsible for a major organizational unit with a significant Bureau/Office or Citywide impact, is delegated substantial discretionary authority to make significant policy decisions with a high consequence of error, to develop and execute program policy, and to allocate program resources.

**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, community outreach, providing assistance to City Council, and responding to sensitive citizen and media questions, feedback, and requests for information.
3. Prepare or 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 unit standards; initiate changes and updates to code, policy, and regulations related to the unit.
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 analyses of unit programs and services to identify and formulate improvements and efficiencies, with a focus on Bureau-/Office-wide opportunities that 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 and manage the design, construction, and maintenance of infrastructure, capital improvement projects, and facilities.
3. Manage building inspection, development review, and plan review programs.
4. Negotiate and enforce the City's cable, telecommunications, wireless, broadband and utility franchise contracts.
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 various law enforcement functions within the Portland Police Bureau.
9. Manage various financial programs and functions such as procurement, revenue, accounting, treasury, debt management, taxation, and financial auditing.

10. Manage a human resources program providing general or specialized support Citywide or to Bureaus/Offices.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by a 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. Thorough 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 assigned organizational unit and Bureau/Office.
2. Thorough 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, etc.);

AND

**Experience:** Five (5) years of progressively responsible experience developing, implementing, and managing programs, projects and/or personnel functions within an organizational unit, including a minimum of three (3) 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:

09/2019 – Updated distinguishing characteristics