



October 2013

LAKE OSWEGO TIGARD WATER PARTNERSHIP PROJECT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all partnership functions and activities of the Lake Oswego Tigard Water Partnership on behalf of the City of Tigard; develops and proposes long-term water supply strategy and policies for the City of Tigard and its water system customers; coordinates assigned activities with other City departments, officials, outside agencies, and the public; attends all project-related meetings including City Council meetings for both jurisdictions, Technical Committee meetings, as appropriate; attends regional water supply and management meetings, as appropriate; manages Tigard-related Partnership capital projects; fosters cooperative working relationships between both cities, City departments, intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and the City Council in areas of expertise; and performs related work as required. Provides advice and leadership on other water supply issues as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. May exercise technical and functional supervision over professional, technical, and administrative staff in the context of the Lake Oswego Tigard Water Partnership Project.

CLASS CHARACTERISTICS

This is a Project Director classification that plans, oversees, directs, and participates in all activities of the Lake Oswego Tigard Water Partnership project. This class provides assistance to the City Manager and City Council on this project in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, the ability to develop, oversee, and implement projects and programs related to water, wastewater and storm utilities, and knowledge of engineering management, design, and construction techniques and standards. Responsibilities include coordinating the activities of the project with those of other departments, regional partners, elected and appointed bodies, and outside agencies. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Lake Oswego Tigard Water Partnership agreements, services and activities, including administrative, financial, technical, reporting and coordination functions. Primary staff for the Technical Committee and meeting the objectives of the Joint Agreement and the adopted amendments.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the project.
- Manages and participates in the development and administration of the project budget, directs the forecast of additional funds and bond financing needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with staff and contractors. Coordinates and evaluates their work, monitors their performance and billing, and works closely with them to identify and address problems.
- Serves as the City's primary interface with contractors and designers related to the project; lead and direct Tigard-specific capital projects to fulfill the aims of the Partnership.
- Develops reports, agreements, memoranda, letters and other documents regarding project issues for both internal and external distribution, review and/or consent; develops a comprehensive communication strategy and oversees implementation
- Responds to requests for information and provides technical support and policy advice and project updates to the City Manager, City Councils in Tigard and Lake Oswego, Boards, Commissions and other outside agencies. Project support for public affairs in all cities affected by the project: Gladstone, West Linn, Lake Oswego, Tigard.
- Prepares the annual budget for the Project and assists in preparing the city budget including determining service needs, capital purchases and allocation of resources. Monitors project expenditures, cash flow, and evaluates program effectiveness.
- Prepares and presents staff reports and agenda items regarding the project for the City Council and various committees and advisory boards. Attends and participates in other public meetings. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, land use, architecture, engineering and financial consultants.
- Represents the Project to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Maintains and directs the maintenance of working and official project files.
- Monitors changes in laws, regulations, and technology that may affect City or project operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil/Environmental engineering theories and principles especially related to water, wastewater and storm water utilities.
- Information and project management technology applications for capital project management.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of engineering management, design and operational principles, practices, construction techniques, including economics, budget cost control and administrative practices, regulations and standards.

- Applicable Federal, State, and local laws, codes and regulations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors, other agencies and City staff, in person and over the telephone including problem resolution techniques.
- Techniques for effectively representing the City in contacts with governmental agencies, the public, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public, Council and City staff.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the project.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel including contractors and designers
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials for various audiences.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities and meet critical time deadlines.
- Analyze and interpret technical reports and communication from designers and contractors.
- Coordinate the work of team members to maximize their effectiveness.
- Oversee staff that provide well organized budgeting and financial tracking information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, business or public administration, or a related field, and seven (7) years of management and/or administrative experience in public works, business or engineering in a municipal setting or special district, including experience in overseeing the development of capital improvement projects or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses and Certifications:

Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect City development sites, and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL DEMANDS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and facilities and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.