

CLASSIFICATION ADDENDUM

Job Title: Development & Public Works Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E82

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Development & Public Works Director plans, organizes and directs all personnel, projects, processes, infrastructure, and systems of the department including, but not limited to the following programs: civil engineering, transportation, infrastructure and facility maintenance, geographic information systems, community land use planning, development services and code enforcement. This position administers the department budget; formulates, implements, and interprets policy; serves on the City Executive Team and participates in the development and implementation of City goals and objectives; This position also serves as Executive Officer for the Metropolitan Wastewater Management Commission (MWMC) and in that capacity administers agreements, negotiates new agreements when necessary; directs and monitors public facilities planning and capital improvement construction. The Development & Public Works Director represents the department and the City regarding intergovernmental issues with other entities; and assists City officials and commissions in developing, evaluating, and implementing a broad variety of public policy issues. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of public administration, civil engineering, planning or related with increasingly responsible experience in public works with experience in urban land use planning, including management and executive management experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge of:

- Urban land use planning and zoning in Oregon;
- Infrastructure, facility and fleet maintenance;
- Development & construction permitting processes and code enforcement procedures;
- Municipal (civil) engineering and transportation systems;
- Operational and technical systems that support public works and development.

Skills: *(Demonstrated skill in performing the following)*

- Developing, implementing and maintaining an effective long-range strategic plan for a large complex department.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

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