



Environmental Program Manager

Salary Range: \$77,060-123,295

Job Type: Exempt; Permanent.

Benefits: MCDD provides a generous and competitive benefits package – which includes, but is not limited to; medical, dental, vision, and life insurance. In addition, MCDD participates in the State of Oregon Public Employees Retirement System (PERS).

Posting Date: Monday, April 29th, 2019

Closing Date/Time: Open until filled; First review May 17th, 5 PM

Anticipated Start Date: July 8, 2019

How to apply: Please submit, in PDF form, a cover letter and resume addressing the responsibilities listed in the job description, and responses to the supplemental questions to [hiring@MCDD.org](mailto: hiring@MCDD.org) with the subject line: “Environmental Program Manager” by the closing date listed above.

Applications will not be considered complete and not reviewed without responses to the supplemental questions.

Please do not include your social security number or other sensitive information in your application package. Applications will also be accepted via first class mail or by hand delivery to: 1880 NE Elrod Dr., Portland, OR 97211.

Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities. Please contact Sunny Simpkins for any questions on accessibility or accommodation during the hiring process.

Supplemental questions included at the end of job description.

About Multnomah County Drainage District (MCDD):

To enhance community safety and support the region’s vitality, MCDD reduces flood risk by maintaining our levee system, managing drainage, and responding to emergencies. We help protect lives and property from flooding by operating and maintaining stormwater and flood management systems for nearly 13,000 acres of land along the Columbia Slough and the lower Columbia River. These systems include: 27 miles of levee, 12 pump stations, and 45 miles of ditches, sloughs, streams, and culverts.

MCDD has evolved substantially over the past decade to become a solutions-oriented leader with our partners in the region. We are a small, agile, and mission-driven team with a passion for customer service and supporting community values.

Position Summary:

MCDD is looking for a Program Manager that will oversee the environmental program, which includes: natural resource management, planning, permitting, emergency management, and

GIS. This position will report to the Deputy Director of Planning, Policy, and Admin. We seek a highly experienced manager who can provide leadership and inspire a varied and connected team of project managers. This position will directly supervise 3 to 5 staff members.

The Environmental Program Manager position is responsible for managing dynamic and collaborative projects for MCDD. The position plans, prioritizes, assigns, supervises, and reviews the work of staff and consultants. The position also manages resources; establishes methods for supporting all projects during planning, permitting, design, pre-construction, construction, and operations; participates in the development of environmental goals and objectives as well as policies and procedures; and maintains a thorough understanding of the environmental regulations and other requirements and maintains effective relationships with agencies, regulators, and local jurisdictions that administer and enforce environmental programs applicable to MCDD. In addition, the Environmental Program Manager works with all departments in the agency to ensure that projects do not adversely impact the operation of the flood control system

The successful candidate should have a specialized practice area in natural resources, environmental management, urban planning, or other closely related field, with well-established connections in the Pacific Northwest, a demonstrated track record of successfully delivering projects, managing staff and consultants.

Key responsibilities for this position:

- Possess a "can do" attitude that seeks creative solutions usually requiring originality and ingenuity.
- Ability to negotiate and manage complex environmental issues.
- Manage and develop stakeholder relationships; anticipate and resolve issues.
- Skilled at providing solutions-oriented leadership on complex and challenging issues.
- Proficient written and verbal communications skills for varying audiences, ranging from technical to the general public.
- Organized, able to multi-task, and successful in prioritizing their team's work in a high energy environment with high ambiguity.
- Motivating co-workers who aren't direct reports to collaborate constructively.
- Mentor staff to support ongoing growth.
- Shows the utmost respect for others and is a proven team player.
- Act as subject matter expert and/or engage technical staff or consultants for expertise regarding natural resources.
- Manage complex components of a highly varied portfolio of work that involves complex legal implications, nuanced regulatory interpretation and implementation, evolving best practices, and very dynamic and complex political interactions with federal, state, local and tribal governments.
- Maintain focus on the longer-term, strategic issues and opportunities facing the department in context of evolving priorities, while supporting the team on tactical implementation activities.
- Work well with others; persuade and influence; achieve results through and with others.

- Demonstrate commitment to valuing differences among individuals and passion for being inclusive.

The following duties are a representative summary of the primary duties. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the division and all related staff; provides advice and counsel to staff; develops developmental work plans for staff; implements or recommends corrective actions, discipline, and termination procedures as appropriate/necessary.
- Establishes schedules and methods for supporting all projects during all phases of project delivery, from planning through operations; identifies and forecasts resource needs; reviews needs with appropriate management staff; and allocate resources accordingly.
- Maintains a thorough understanding of the environmental processes and regulations in order to ensure environmental requirements are adequately addressed in a timely manner for MCDD projects and facilities; participates in the development of environmental goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities and products to ensure compliance with established policies and procedures including, but not limited to NEPA, the Clean Water Act, third party regulations, and jurisdictional permits.
- Oversees emergent situations; responds to and investigates reports from community members, affected property owners, agencies, regulators, inspectors, and businesses; recommends and approves corrective action; responds to and resolves difficult environmental issues; and briefs management on sensitive issues and prepares plans to address sensitive issues.
- Assists in overseeing performance and evaluates work carried out by staff, contractors, and consultants to ensure compliance with Agency and departmental and project objectives.
- Manages budgets for contract tasks; maintains records concerning projects and programs; and prepares reports on environmental activities.
- Provides support to the Deputy Director, and others, on matters, as directed; serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of



assignment; incorporates new developments, as appropriate; ensures processes, policies, and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Agency policies and procedures, rules and regulations.

Duties Applying to All Employees:

It is the duty of all employees to:

- Perform other duties as assigned.
- Strive to achieve the Mission, Vision, and Values of the organization.
- Perform the duties assigned during an emergency.
- Complete required Incident Command System training within 90 days of hire.
- Ensure and encourage a safe workplace environment.

Working Environment: Primarily working in an office environment. However, there are projects that may require time in the field. Employees will be required to utilize the appropriate PPE for their time in the field. During flood fighting season, October 15th – May 15th, employees may be asked to perform levee and drainage inspections.

Minimum Qualifications:

- Bachelor's degree in natural resources management, environmental sciences or similar field; or, an equivalent combination of education and relevant work experience. Master's degree preferred.
- Minimum of five (5) years' experience in functional area with lead worker responsibilities. An additional three (3) years' management experience is preferred.
- Working knowledge of:
 - Environmental management and policy.
 - Federal, state, and local environmental laws, regulations, and executive orders; particularly NEPA, Historic Preservation Act, Endangered Species Act, Clean Water Act, local critical areas regulations, and permitting requirements.
 - Project Management.
 - Principles of supervision, training, and performance evaluation.
 - Pertinent federal, state, and local laws, codes, and regulations and standards.
 - Public sector procurement and contracting requirements.
 - Customer service principles and practices.
 - Methods and techniques of data collection, research, and report preparation.
 - Principles and practices of record keeping and records management.
 - Principles and practices of program and project development and administration.
 - Principles of business letter writing and basic report preparation.
 - English usage, spelling, grammar, and punctuation.
 - Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

- Required Skill in:
 - Supervising, leading, and delegating tasks and authority.
 - Developing and monitoring divisional and program/project operating budgets, costs, and schedules.
 - Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups, and the general public.
 - Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.
 - Applying principles and practices of community outreach.
 - Applying project management techniques and principles.
 - Conducting research and analysis and providing appropriate recommendations based on findings.
 - Preparing and analyzing complex data and comprehensive reports.
 - Responding tactfully, clearly, concisely, and appropriately to inquiries from the public, Agency staff, or other agencies on sensitive issues in area of responsibility.
 - Working effectively under pressure, meet deadlines, and adjust to changing priorities.
 - Applying appropriate oral and written communication techniques to various individuals ranging from Agency employees, the general public, elected officials, community leaders, and local, state, and federal agencies.
 - Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Familiarity with emergency management and the Incident Command System is preferred.
- Valid Oregon or Washington Driver's License is required.

Supplemental Questions:

Please answer the following questions:

1. Describe a project with a natural resource management component that you have managed with challenging permitting requirements. How did you solve it and what lessons did you learn? 300 words maximum
2. Describe your ability and experience in managing a portfolio of projects. How do you prioritize the projects, manage internal and external stakeholder expectations, and empower employees? . 300 words maximum.
3. Describe a challenging personnel situation you have experienced as a supervisor? How did you solve it and what did you learn from it? 300 words maximum.

ADDITIONAL INFORMATION:

Accommodation: Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in this process.

Veterans' Preference: Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for MCDD positions. If you are a veteran and would like to be considered for a veterans' preference for this job, please provide qualifying documents with your application submittal.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.

Hiring Schedule: We anticipate phone interviews will be on May 29, 30, and 31st. In person interviews will be conducted on June 4 and 6th.

This position is not represented.

