

# CLASSIFICATION ADDENDUM

## Job Title: Environmental Services Program Manager

Classification Specification: Manager/Program Manager

Barg Unit: NON

Pay Grade: D61

*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

Supports the General Manager in planning, directing and reviewing activities associated with the MWMC and ESD, along with program management and oversight for the financial planning, strategy and budget development for the two programs. Supervises the administrative support specialist position as well as the department's senior finance analyst position.

### 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 or business administration, environmental studies, planning or a related field with progressively responsible experience in a field related to municipal budgeting and financial planning/administration; and 1 year of program and/or personnel management experience.

#### Licensing and/or Certification Requirements:

- Valid Oregon Driver's License at time of appointment

#### Knowledge:

- Capital financing methods and procedures
- Insurance and property management practices
- Utility fund management and administration

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

- Monitors and evaluates employees
- Communication and presentation skills (conveying complex technical information to public officials, boards, etc.)

### Physical Requirements Addendum

Sedentary Work as defined in the classification specification.

### Addendum History

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