



**Date Reviewed: October 2025**

**Department: Executive Director**

**Classification Title: Executive Director**

**FLSA Status:** Exempt

**Job Type:** Full-time, Contract

**About UFSWQD:**

The mission of the UFSWQD is to equitably reduce flood risk and prepare for and respond to flood emergencies by maintaining levees, conveying water when necessary, and finding innovative and nature-based ways to live with more water around us while supporting community safety and the region's economic vitality, contributing to the health of the river and watershed, planning for a more climate-resilient future, and promoting equity in all we do.

The UFSWQD manages the flood safety system in northern Multnomah County. The system reduces flood risk for 8,000 residents, 60,000 businesses, 2,000 acres of natural habitat, and critical services such as Portland International Airport and the region's secondary supply of drinking water.

**Position Summary:**

The incumbent in this role will be able to articulate a vision that integrates flood safety, climate resiliency, habitat restoration, water quality and environmental justice; be able to bring diverse groups to consensus; and have the knowledge and ability to provide services in a manner that respects diversity and promotes equity in all aspects of the District's operations. Must possess political acumen to work with local and federal agencies, and community interests, and come to the job equipped with an innovative and proactive approach. The position reports directly to the Urban Flood Safety and Water Quality District Board. This position oversees all aspects of the organization, including Operations, Finance, Administration, Planning, Public Affairs and Engineering. This position provides general management direction to the agency, with the assistance of an Executive Team of directors and a Leadership Team of directors and managers.

**Key Responsibilities:**

**Strategic Planning**

- Lead the development and implementation of a strategic plan to achieve the organization's mission, vision, and values.
- Navigate complex operational, financial, legal, technical, and political challenges to come to effective strategic solutions.

- Advance major capital projects to meet capital bond and other spending deadlines, from planning through construction and implementation.
- Analyze options, assess risks and benefits, and proceed as appropriate.
- Research, evaluate and develop short and long-term funding strategies including the potential for a bond measure.
- Support the existing work of UFSWQD staff and systems improvements in a time of transition.
- Advance strategies to increase climate resiliency, and improve water quality, fish and wildlife habitat on the managed floodplain.
- Innovate and support creative solutions to complex public infrastructure challenges.
- Support the exploration of green infrastructure and natural infrastructure solutions.

## **Leadership**

- Lead, motivate, and inspire staff through organizational change.
- Provide authentic, committed and fearless leadership with a sense of humor that demonstrates integrity and the ability to face important challenges.
- Provide ongoing clear and honest communication in a manner that inspires and motivates staff to achieve the mission of the organization.
- Clearly articulate a vision to effectively support and coordinate operational, planning, policy, and financial needs while remaining focused on long term common goals.
- Oversee an operating budget of approximately \$20 million.
- Oversee a multi-year capital program of approximately \$200 million.
- Provide leadership in environmental stewardship for the District.
- Ensure clear roles between the Board and staff regarding District policy setting, budgetary decisions, and operations.
- Develop, implement, and oversee a transitional change management program, including:
  - Evaluation & improvement of existing District functions;
  - Promotion of equity and social justice in all aspects of the District's operation;
  - Staff engagement;
  - Determination of current and future staff, operational, and funding needs;
  - Development of a path for achieving success in meeting all District needs; and
  - Integration of the existing body of work with the new UFSWQD Board's mission.

## **Advocacy and Consensus Building**

- Communicate clearly and relay complex issues to diverse audiences, including: Board members, legislators, staff, regional stakeholders, community leaders, residents, landowners, and other audiences.
- Comprehend and balance legal opportunities and constraints.
- Represent UFSWQD's needs and interests in a variety of collaborative settings with regional and local stakeholders.
- Incorporate the goals of the Urban Flood Safety and Water Quality District into the work being performed.

- Represent District interests in the legislative process at the federal, state and local levels and formulate strategies in coordination with other agencies.
- Demonstrate a value for public service and provide excellent customer service.
- Effectively engage the public in the activities and decisions of the District.

### **Equity and Social Justice**

- Listen and gain the confidence of diverse community members through honesty, integrity, and authenticity.
- Implement all aspect of the District's operations using the adopted equity framework .
- Develop and lead equity and social justice programs and initiatives.
- Respectfully incorporate cultural history of the territory into programs.

### **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;
- Apply an equity lens to your work to ensure barriers to participation are removed for all;
- Comply with public records requirements and other District policies;
- Perform the duties assigned during an emergency;
- Complete required Incident Command System training within a a planned timeframe of hire, to be specified by the District;
- Remain within a 10-hour response time during the District's Partial Emergency Activation or as specified by the Executive Director;
- Work well with community and be a strong ambassador for UFSWQD;
- Exemplify the workplace safety culture.
- Create a culture that promotes respect, inclusion, and equity for the diversity of all people in our workforce and community.
- Participate in the development, monitoring, and management of the division's budget and related business function expenditures to ensure fiscal responsibility and alignment with organizational priorities.

### **Working environment:**

This position requires sitting at a computer, occasional lifting of boxes of documents. This position is not considered safety sensitive. This position is expected to work 5 days a week, full time and is eligible for a hybrid work schedule. Hours may vary but should generally fall between 7:30am and 5:30pm.

Some travel may be required to attend conferences and events. Occasional weekend and evening shifts may be required.

This position requires business-related driving to various locations in support of departmental operations and assignments.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Federal, state and local government policies, principles, procedures and practices.
- Current issues affecting utility management and environmental stewardship.
- Federal Emergency Management Agency (FEMA), US Army Corp of Engineers, and Water Resource Development Act (WRDA).
- Flood safety, strategies for controlling non-point stormwater quantity and quality, civil engineering and construction management practices, strategic planning, long-range planning and organizational development, fish and wildlife management, and other related legislation and regulations.
- Green infrastructure and natural infrastructure solutions.
- Effective change management principles.
- The nexus between local, state, and federal regulations related to flood plain management, permitting, land use and the environment.
- Revenue development strategies such as assessments, fees for service, system development charges, local improvement districts, and bond measures.
- Public budget law, including developing a budget strategy that addresses the annual requirements of the organization while remaining focused on the long-term budget strategy.

### Skill & Ability to:

- Direct effective policy making and political acumen to work in a diverse public arena involving multiple jurisdictions and public interests.
- Evaluate short and long-term capital needs.
- Apply asset management principles to a diverse portfolio.
- Incorporate and oversee effective equity, social justice and environmental programs.
- Facilitate public decision-making among multiple government agencies with involvement from the community.

### Education, Experience, and Special Requirements:

- Ten years' relevant experience at an executive or senior management level that demonstrates the ability to meet the unique needs of the organization. Advanced educational degree work (e.g., work toward an LL.M. or Ph.D. in a relevant field) may be substituted for experience.
- Experience in utility management, government affairs, and/or water resources management; however, experience in all three is preferred.
- Valid state driver's license.

- Some travel may be required to attend conferences and events.