**CITY OF OCEANSIDE**

**REVISED: JAN 2006**
**JOB CODE: 1315UE**
**UNIT: EXECUTIVE**

# CLASS SPECIFICATION

## DEPUTY CITY MANAGER
## (UNCLASSIFIED)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## DEFINITION

Under the direction of the City Manager, to provide general administrative direction to assigned departments; to assist the City Manager in the planning, organizing, and directing of the activities of the City and implementing City Council policies; and perform other duties as required.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides general administrative direction to assigned departments; assists in directing the implementation of the City's policies and programs to ensure effective adherence to the City Council's goals and objectives; assists in the development of the City's overall goals and objectives and maintains fiscal integrity; analyzes data, makes recommendations, prepares reports and make presentations on the formulation of policy and procedure, staffing and organizational requirements for assigned departments; coordinate and provides responsible, professional assistance to the City Manager, City Council and other boards and commissions as assigned; conducts difficult policy and fiscal related analytical studies and reports involving the evaluation of departmental operations and delivery of services; assists in the negotiation, development and administration of contracts; represents the City Manager at various community and official events and meetings; assumes responsibility in the absence of the City Manager or at his/her direction; meets with the public and with officials of other cities, agencies and civic groups in the development and coordination of City affairs; assists in the drafting of proposed resolutions and ordinances; prepares correspondence; and performs related duties as required.

## MINIMUM/DESIRABLE QUALIFICATIONS

**Knowledge of:**

- Principles and practices of municipal management, administration, and budget;
- Federal, State, municipal laws, statutes, codes and ordinances related to assigned operational areas;
- Local governmental financial practices and procedures;
- Principles and practices of employee/employer relations;
- Public and media relations; and

- Socio-economic characteristics of the community;

**Ability to:**

- Plan, organize and direct the assigned service areas, departments and programs;
- Provide administrative and professional leadership;
- Present data and information orally and in writing in an effective and organized manner;
- Analyze and summarize data on a variety of complex administrative matters;
- Properly interpret and make appropriate decisions in accordance with laws, regulations and policies;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Develop and administer long- range programs and budgets;
- Analyze problems of organization and management in order to recommend and implement effective courses of action;
- Work well under pressure to meet deadlines;
- Communicate clearly and concisely, orally and in writing; and
- Establish and maintain effective working relationships with management staff, employees and other governmental agencies and officials.

**Experience and Training Guidelines**

**Experience:** Five years of experience directing or administering the provision of services to the public, including at least two years managing professional level staff in the field of municipal government administration.

**Training:** Equivalent to a Bachelor's degree from an accredited college or in Public or Business Administration or a closely related field. A Master's degree is highly desirable.

**WORKING CONDITIONS:**

**Environmental Conditions**: The primary working conditions is an office environment.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; and maintaining visual acuity for reading reports and contracts.

**This is an unclassified at- will classification**.