

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.