

DEPUTY CITY MANAGER

DEFINITION:

At-will management classification performs highly complex, and responsible administrative support to City Manager and City Council; conducts specific and comprehensive analyses of a wide range of municipal policies, organizational procedures, and fiscal activities; serves as head of line or support departments as assigned; may serve as and represent the City Manager in his/her absence; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Under administrative direction of the City Manager, this position has line/program administrative and supervisory duties and responsibilities.

ESSENTIAL DUTIES:

May include, but not limited to, the following:

Confers with the City Manager, City Council, and Department and Division Heads concerning the programs and problems of City departments, and the development of city-wide programs and policies;

Confers with the public, civic groups and other governmental organizations concerning interpretation of City practices, services, and policies;

Develops information, directs preparation, and reviews plans and proposed budgets for departmental operations, projects and programs;

Confers with representatives of county, state, and federal agencies on matters pertaining to the responsibilities of City government;

Assists the City Manager in developing recommendations on a wide variety of municipal programs and issues;

Directs and participates in contract negotiation and administration, and special project coordination and management;

Assists City Manager in developing recommendations on a wide variety of municipal programs and issues;

Prepares reports and correspondence for the City Council;

Performs comprehensive management analyses in all areas of City administration;

Provides staff support to the Mayor and City Council and other boards, commissions, and committees as assigned;

Directs and participates in the development and implementation of goals, objectives, policies and priorities;

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or closely related field. A Master's degree is desired. Seven (7) years progressively responsible administrative and/or managerial experience; preferably in local government.

Computer literacy required.

Knowledge, Skill and Abilities

Knowledge of principles, practices and techniques of public administration; principles and practices of organizational management and supervision; applicable federal, state, and local laws, and rules and regulations pertaining to local government operations; research methods and techniques of report presentation.

Ability to establish and maintain effective working relationships with the public, co-workers and other government officials; provide strong leadership while acting as the City Manager in his/her absence; relieve the City Manager of his/her day to day work obligations as assigned; analyze a variety of administrative and organizational issues; prepare sound policy and procedural recommendations; coordinate numerous administrative and staff functions; plan, organize and successfully implement complex projects and assignments; provide guidance and direction to assigned City departments, divisions and offices; make effective public presentations; communicate clearly and concisely, both orally and in writing.

Special Requirements

Possession of, or the ability to obtain and retain a Class "C" California Driver's License.

PHYSICAL PROFILE: I, 4, 7, 12,

Physical and work environmental demands include requirement to sit; talk or hear, in person and by telephone; frequently required to walk and stand; specific vision abilities required include close vision and ability to focus to read and operate office equipment. Employee is required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract concepts; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with public, staff, other governmental officials and others encountered in the course of work. Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend early morning and evening meetings; work under pressure and potentially stressful situations.

SALARY GRADE: 950