



June 2023
FLSA: Exempt

DEPUTY CITY MANAGER

DEFINITION

Under administrative direction, provides comprehensive leadership and direction and a variety of management/organizational analysis; conducts financial analysis, administrative coordination work, and program management for departments or divisions as assigned by the City Manager; provides policy guidance and recommendations on various City policies, projects, goals, and objectives; fosters cooperative working relationships with elected officials, civic groups, inter- governmental agencies and City staff; responsible for oversight of assigned programs, special projects, and departments or divisions as assigned by the City Manager; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over technical and clerical staff through subordinate levels of supervision. The Deputy City Manager may provide direct or indirect supervision over staff departments or divisions including Financial Services, Human Resources, Information Technology, Risk Management, and/or other departments or divisions as assigned by the City Manager.

CLASS CHARACTERISTICS

This is an executive management classification that performs highly professional duties and is responsible for complex administrative, analytical, and technical work. The Deputy City Manager is distinguished from Assistant City Manager by its supervisory responsibilities and by the level and scope of functional responsibilities. Specific programmatic responsibilities may vary based on needs and as assigned by the City Manager.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Assists the City Manager in the development of a variety of plans, programs and projects designed to better the City, including the development of short-and long-range City strategies.
- Formulates, recommends, and administers policies and procedures governing special projects assigned by the City Manager.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards of operations and services of departments as determined by the City Manager.
- Assists in the development and administration of the City Manager's Office budget as it relates to assigned functional areas; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Prepares reports and makes presentations to the City Council, committees, and community groups.
- Interprets and explains programs and policies to the public and City staff; answers questions and provides information on complex and sensitive issues.

- Conducts analytical, organizational, procedural, and other studies; makes appropriate recommendations and implements cross-departmental programs and projects with the assistance of staff.
- Maintains communication and coordinates City activities with outside agencies and organizations; serves as liaison with department directors, City Council, City Manager, and other external agencies.
- Represents the City and City Manager in meetings with other City and government agencies.
- Analyzes existing operating procedures on a City-wide basis; makes recommendations to promote efficient, effective, and consistent service delivery.
- Serves as acting City Manager in the absence of the City Manager and Assistant City Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of public administration as applied to assigned program and service areas.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of human resources in a public agency setting.
- Principles and practices of public agency risk management administration.
- Principles and practices of general purchasing, fiscal management, budget, and office management.
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- Principles and practices of public agency technology and user support, technology selection, and implementation.
- Effective public presentation methods for diverse audiences
- Social and political issues, and legislative developments affecting City operations, programs, and services.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Ordinances, resolutions, and laws affecting the operation of the City.
- Principles of management, supervision, training, and employee development.

Ability to:

- Analyze problems and propose solutions; elicit the cooperation of others to affect solutions; negotiate with others the effects of the proposed solutions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex analyses and reports, including conclusions and recommendations.
- Make presentations to elected and appointed officials.
- Communicate effectively with diverse multi-cultural groups.
- Establish and maintain effective and cooperative relationships with the public, staff, the press, contractors, consultants, and other elected and appointed officials.
- Interpret and work in accordance with ordinances, resolutions, and laws affecting the City.
- Make sound decisions in a manner consistent with the essential job functions.
- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Acquire a thorough knowledge of applicable City policies and procedures.
- Read, interpret, and accurately apply a variety of federal, state, and local rules and regulations.
- Coordinate various projects with other City employees and public officials.

- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, finance, human resources, or a related field and five (5) years of management or administrative experience in municipal administration and/or assigned program areas in a public agency. A Master's degree in public administration is preferred.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.