

## DEPUTY CITY MANAGER

### **DEFINITION**

Under general administrative direction, performs varied complex administrative and managerial assignments dealing with the organization and operation of the City.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the City Manager. May exercise supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform professional administrative and managerial assignments in support of the City Manager. Incumbents work with executive management staff in coordinating and directing activities involved in the implementation and completion of city-wide projects including planning and organizing diverse programs and activities. This class is distinguished from the Assistant City Manager in that the latter provides administrative support directly to the City Manager and is responsible for overseeing assigned city departments. This is an unclassified position in which incumbents serves at the will of the City Manager.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Establishes objectives, programs, work-plans and standards to implement city-wide short and long-term goals as established by the City Manager; assists and participates in the preparation of the City budget and in budget control activities, and in the development and implementation of goals, objectives, policies, and priorities.

Works with the City Manager, Assistant City Manager and department heads in planning, organizing, coordinating and implementing programs including working with other managers of City services on matters affecting their areas of responsibility.

Advises and consults with the City Manager on policy and strategic issues; conducts legislative analysis to determine the effect of proposed legislation on City operations and finances; assists with decision-making and provides leadership in problem-solving city-wide issues.

Represents the City in relations with the community, advisory committees, authorities; other local, county, state, and federal agencies, other cities; and professional organizations as assigned; serves on committees and task forces as assigned and represents the City in discussions regarding municipal operations.

Participates in the evaluation, update, and finalization of the City Council agenda; evaluates reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; and makes presentations to boards and commissions.

Negotiates highly complex contracts and solutions on a variety of administrative, fiscal, and special projects; monitors revenues and expenditures in assigned areas to ensure sound fiscal

control; ensures effective and efficient use of resources including budgeted funds, personnel, materials, facilities, and time.

Conducts studies, surveys and analyzes information relevant to difficult operational and administrative problems with various programs or policies; analyzes findings and prepares and presents reports of practical solutions or recommendations.

Monitors public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of City programs and policies.

May provide supervision over management, professional or technical staff in a variety of programs and projects.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer services.  
Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of public administration, organizational development and management, including governmental operations, budget and fiscal administration including various grant funding streams used in the course of municipal operations, civil service rules and regulations, city charter provisions, ordinances, local, state and federal laws.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Research methods and techniques and administrative principles and methods in development and administration of sound goals, objectives, policies and methods for evaluating achievement and performance levels.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.

Resolve conflicts and gain cooperation among competing interest groups including negotiating agreements and/or reaching consensus with diverse and disparate interests.

Operate a motor vehicle safely.

### **Ability to:**

Analyze complex problems, make decisions rapidly within the scope of authority, identify and recommend solutions.

Manage multiple projects and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Prepare and present accurate, comprehensive, and concise reports and recommendations and make clear oral presentations.

Report summaries and analyses of information and the justification of controversial recommendations or findings; analyze policy issues affecting local government practices and funding.

Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult departmental problems.

Maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, labor unions, and the general public.

Direct, train, motivate, and evaluate the work of subordinate supervisory and non-supervisory personnel and facilitate group participation and consensus building.

Maintain and exhibit discretion and integrity when handling sensitive information.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Four years of direct experience managing or developing programs, projects and activities. Experience within a municipality of similar size and scope is preferred.

### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or a related field. A Master's degree in public or business administration highly desirable.

### **Special Requirement(s)**

Possession of a valid class C California Driver's License is required at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 8/29/2019

SE:NK:CH:7/02/01

Revised: JTC:SCM:ejk 08/14/19; 08/29/19