



DEPUTY CITY MANAGER

DEPARTMENT:	CITY MANAGER	CLASSIFICATION:	EXEMPT/ MID-MANAGEMENT
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	59

JOB SUMMARY

Under general supervision of the City Manager or designee, administers and directs the activities of City-wide programs or projects, including the City's public information program; provides highly complex staff assistance to the City Manager, Assistant City Manager, and City Council; monitors City service levels; exercises considerable discretion in making decisions about operational issues and anticipating and resolving complaints; and performs related duties as required.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the City Manager. May exercise general direction over professional, para-professional, technical and clerical staff as assigned.

ESSENTIAL DUTIES

Conducts research and analysis; develops recommendations on City Manager Office and City-wide work methods, operating policy, procedures, and other administrative issues; prepares staff reports, answers questions or arranges for compilation of data to assist in decision-making process.

Utilizes initiative to identify potential problems throughout the organization to the City Manager; suggests and recommends alternative solutions, consequences of proposed actions, and implement recommendations in support of City's goals.

Creates, implements, continually evaluates, and edits at appropriate intervals, the long-term strategic communications plan that support the City's goals and programs, and aligns with the City's vision, values, and central themes.

Performs City outreach by establishing and maintaining effective relationships with community, school, civic, elected, social-service, and business leaders.

Serve as the City's general Public Information Officer and coordinate efforts with public information officers in other departments. Explain and interpret City regulations and policies to employees, the public, and outside agencies. Respond to emergency and problem situations with tact and diplomacy.

Serves as acting City Manager in the absence of both the City Manager and Assistant City Manager.

Participates in the City Manager's Executive Leadership Team; supports and implements team decisions and promote City's philosophies through the organization; participates on a variety of City committees and task forces as assigned.

Monitor and ensure City's compliance with pertinent federal, State and local laws, codes, regulations and ordinances; Serves as the City liaison to legislators and other public agencies in matters relating to intergovernmental affairs; represents the City effectively in meetings with governmental agencies.

Develops and drafts a variety of City policies and procedures including operational procedures, administrative manuals, ordinances, and resolutions; performs policy analysis on anticipated programs. Collect, compile and analyze information from various sources on a variety of topics, including proposed legislation; prepare comprehensive reports to present and interpret data.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in Communications, Public Administration, Business Management, or a closely related field. A Master's degree in a related field is highly desirable.

Experience:

A minimum of five years of responsible professional level administrative and analytical experience in the field of local government.

Certifications:

Possession of a California Class "C" driver's license.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of public administration, including budget preparation and administration.
- Principles and practices of government public relations/public education including the use of social media and maintenance of a website.
- Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.
- State, Federal and local laws and regulations.
- Report preparation and presentation methods.
- Legal, ethical and professional rules of conduct for public sector employees.
- Principles and techniques of project management.
- Consensus and team building techniques.
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform responsible, difficult, and confidential administrative work involving the use of independent judgement and personal initiative, with minimal supervision and direction.
- Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations.
- Conduct analytical, management, and operational studies, evaluating alternatives and making sound, effective recommendations.
- Use tact, discretion and good judgement in the handling of sensitive records and confidential information.
- Exercise extreme discretion when dealing with the public and employees on sensitive or confidential matters.
- Make oral presentations and compose clear and organized written materials.
- Establish and maintain effective working relationships with those contacted in the course of work, including City Manager, Assistant City Manager, management staff, City Council, other government officials, community groups, and the general public.
- Provide excellent customer service, to both internal and external customers.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.