

DEPUTY CITY MANAGER

DEFINITION

To plan, organize, administer and direct the activities of various City-wide programs, teams, and special projects; direct and coordinate the activities of assigned City departments and/or divisions; provide leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; support executive management in planning, directing, and reviewing the activities and operations of the City; provide highly complex staff assistance to the City Manager, Assistant City Managers and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical or administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement City goals objectives; administer policies and procedures.

Plan, organize and direct a variety of activities related to highly sensitive and political administrative, organizational, staffing and operational issues affecting the City; collect and analyze data, make recommendations, evaluate alternatives and prepare reports.

Direct, oversee and participate in the creation of various department work plans; oversee and monitor the work of members of various City departments assigned to provide services associated with assigned projects; assign work activities, projects and programs; monitor work flow; review and evaluate work projects, methods and procedures.

Assess and monitor workloads, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.

Supervise and assist in preparation of assigned budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Act as liaison and provide staff support to assigned committees, including research of special issues, problems and procedures, resulting in various reports and presentation to the City Council.

Represent the City at a variety of interdepartmental and intergovernmental meetings; coordinate and facilitate meeting activities; serve as liaison and provide staff assistance.

Serve as resource to City departments; confer with departments on initiatives, programs and projects; assist with strategic planning and ensuring policy/procedure consistency with City goals and objectives; assist with the development of alternative solutions, recommendations and implementation.

Participate in the development of City goals, objectives, policies, and priorities; incorporate community input into goals and objectives for the City Manager's and City Council's approval; develop new policies in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.

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Monitor, review, analyze and track State and Federal legislation; examine its effects on City departments; recommend City position to the City Manager; prepare recommendations for changes in processes and policies in response to legislative changes.

Research, analyze and interpret a variety of laws, rules and regulations in response to City Council requests and inquiries; receive, research and respond to inquiries, questions and complaints from the public in support of the City Council and City Manager's Office.

Maintain communication and coordinate City activities with other outside agencies and organizations; serve as liaison with department directors, City Council, City Manager, and other external agencies.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and municipal services.

Principles and practices of leadership, motivation, team building and conflict resolution.

Current social, political, and economic trends and operating problems of municipal government.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of strategic planning

Principles and practices of budget preparation and administration.

Advanced methods of research, statistical analysis, and report preparation and presentation.

Principles of effective public relations practices and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Principles and practices of organizational analysis and administration.

Principles and practices of supervision, training and personnel management.

Ability to:

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Plan, direct and control the administration and operations of assigned departments, divisions, and/or teams.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex duties related to the development, coordination, and implementation of City programs and projects.

Develop, coordinate, and administer complex City programs, projects, policies, and procedures.

Gain cooperation through discussion and persuasion.

Handle multiples demands and priorities simultaneously.

Prioritize and simplify complex issues.

Prepare and present information to City management, City Council, and outside agencies and organizations. Effectively respond to requests from the City Manager's Office, City Council, City departments, and other interest groups in a timely manner.

Successfully develop, control and administer assigned budget and expenditures.

Interpret and apply various laws, rules, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Seven years of increasingly responsible experience in municipal services, including three years of administrative and management responsibility.

AND

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Training:

A Bachelor's degree from an accredited college or university in planning, business administration, public administration, communications, or a related field.

License or Certificate

Possession of a valid California driver's license.

01-04-20

03-22-14

08-25-12

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Development and Operations Manager