

DEPUTY CITY MANAGER

DEFINITION

To oversee complex and special projects involving the interests of multiple City departments and requiring coordination with other governmental agencies, the private sector, and/or the general public; to formulate, coordinate, and manage development and implementation of City policies; and to provide highly complex staff assistance to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

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

Serve as project manager for City involvement in complex and multifaceted developmental projects.

Formulate, recommend and administer policies and procedures as assigned.

Establish long-range goals and implementation plans for assigned special projects.

Provide professional advice and support to department heads, City Manager and City Council on assigned issues.

Prepare reports to City Manager, advisory boards and commissions, and City Council.

Plan and evaluate the work of professional, technical and support staff involved in assigned projects.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of project management.

Municipal services including the means by which services are managed within a City organization and delivered to the public.

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

Governmental policy development and implementation.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and coordinate a variety of complex projects involving a range of City interests and issues.

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; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible management experience in a municipal government environment.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.