

Deputy City Manager

Job Summary:

Under general direction of the City Manager or his/her designee, and in accordance with established procedures assists the City Manager in directing the operations of assigned departments and divisions, in compliance with policies established by the City Council; performs related duties as required pursuant to provisions of the Municipal Code.

Distinguishing Characteristics:

The class of Deputy City Manager is distinguished from Assistant City Manager in that the latter may serve as City Manager in the absences of City Manager. Both classifications are at-will positions and are not part of the classified workforce.

ESSENTIAL DUTIES

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Meets with the City Manager and City Council, collectively and individually, to discuss the conditions and needs of the City.
2. Prepares reports, recommendations or responds as needed or as requested by the City Manager.
3. Meets with departmental directors, managers and staff to review, plan and discuss policies, programs, strategies and issues of concern.
4. Confers with or addresses the business community, citizens, and others to discuss City needs and challenges.
5. Provides information and assistance to civic organizations dealing with specific problems affecting the City.
6. Coordinates the activities of the City government with contracted agencies.
7. Evaluates and direct the work of subordinate staff; participate in selection of department directors.
8. Supervises, trains and evaluates personnel of other departments, as the City Manager or his/her designee deems appropriate.
9. Directly oversees and manages the Innovation, Sustainability & Performance Management Department.
10. Assists the City Manager in preparing and administering the City budget.
11. Mediates and resolves operational conflicts between and within City departments.
12. Prepares reports, studies and recommendations on a wide variety of administrative or management policies.
13. Provides staff support to various committees and commissions.
14. Serves on primary emergency response team in case of emergency or disaster pursuant to the City Emergency Plan.
15. Participates in the collective bargaining process as directed.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Bachelor's degree or higher from an accredited college or university with major course work in public administration, business administration, economics, or related field. And a minimum of eight (8) years of increasingly responsible management experience in local public governance, with at least four (4) years in a department director's role. A master's degree is preferred.

Knowledge of:

- Municipality management of City activities and services
- Principles and practices of public administration
- Performance measurement theory and practices
- Information technology and associated systems theories and practice
- Management theory and practice
- City organization, structure, operations, policies, and objectives
- Community and public relations
- Applicable City ordinances
- Budget preparation and management
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies, and procedures
- Principles and techniques of public speaking and public relations
- Software programs to operate personal computer

Skills & Ability to:

- Administer City operations in accordance with the City Charter and established policies of the City Council
- Assure City program objectives are met
- Plan and administer a balanced budget
- Direct, develop, discipline and oversee staff
- Plan, direct and coordinate City departments and programs
- Maintain effective community and public relations
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Prepare and review reports and budgets
- Establish and maintain cooperative and effective working relationships with others.
- Attend, chair and provide leadership to various meetings and committees
- Meet schedules and timelines
- Plan and organize work; operate personal computer.
- Direct and evaluate the work of other
- Present ideas and concepts persuasively individually and before groups
- Review and approve official documents according to established guidelines and limits

- Analyze situations accurately and adopt an effective course of action
- Maintain sensitivity to ethnic, religious, cultural, and sexual differences

License & Certificates:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

WORKING CONDITIONS

Physical Requirements & Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print
- Perform work which is primarily sedentary
- Interacts with personnel and data through physical and virtual means
- Must be available to work on City Council meeting days
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work holidays, evenings, or weekends.