

CLASS SPECIFICATION

Deputy City Manager

(At-Will Employment)

GENERAL PURPOSE

Under the direction of the City Manager, performs research, planning, analysis, and coordination necessary to administer and develop various City programs, projects and functions, including: Media Services, graphics; conducts specific and comprehensive studies and analysis of a wide range of municipal policies, programs, organizational structures, procedures, events and services; provides expert professional assistance and guidance to the City Manager, Assistant City Managers, and the City council on strategy, policy, and operational issues involving areas of assigned responsibility and other City-wide policy issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy City Manager is a division manager level class, which assists the City Manager and the Assistant City Managers in conducting special studies and development of new programs. Incumbents are expected to operate with a great deal of independence and sensitivity to issues. This class is distinguished from the next higher classifications of Assistant City Manager, which provide day-to-day operational management and coordination of departments in assisting the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
2. Participates in special projects including planning and implementation of special programs and events and complex research of new programs and services. Provides policy analyses on anticipated programs to evaluate their feasibility within the organization.
3. Prepares and delivers presentations on a wide variety of issues to the City Council, other City boards and commissions, and community groups.
4. Plans and evaluates the performance of managers, supervisors, and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with the City's Human Resources Policies and Procedures and labor contract provisions.

5. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectation; provides leadership and participates in programs and activities that promote a positive employee relations environment.
6. Provide support to City Manager and Assistant City Managers in development of new innovative programs and revising existing programs to achieve optimal organizational efficiency. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
7. Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.
8. Serves as staff to a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
9. Investigates and follows-up on specific requests and complaints from City officials and staff, outside agencies, and citizens pertaining to various governmental activities.
10. Serve as representative from the City Manager's Office in various community and business organizations.
11. Attend various conferences, trade shows, and other community events in promoting the City.
12. Duties as assigned by the City Manager and Assistant City Managers.
13. Represents the City in City Council meetings, in relationships with other governmental agencies, businesses, professional organizations and community organizations; participates in major development project teams.

OTHER DUTIES

1. Assists as needed on special assignments and projects dealing with management and administrative service issues.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of public administration, including budgeting and financial management and planning, purchasing, contract administration, technology, operations management, maintenance of public records and other general administrative support services and communications.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

3. City operations and functions and associated management, budgeting, intergovernmental relations and administrative service issues.
4. Research methods and statistical and financial analysis of techniques.
5. Principles, practices, tools and techniques of project management.
6. Organization, functions, legal requirements, operations, rules and policies of the City Council.
7. Principles and practices of sound business communications.
8. Principles and practices of effective management and supervision.

Ability to:

1. Plan, direct, manage and integrate programs and events for the City.
2. Define complex management, finance, budget and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply City, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations and sources of revenue.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential matters
7. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and non-technical audiences.
8. Exercise sound, expert, independent judgment within general policy guidelines.
9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding which there are multiple and conflicting agendas and positions.
10. Ability to travel and attend various functions representing the City.
11. Establish and maintain highly effective working relationships with the Mayor, City Manager, Assistant City Manager, City Council members, department directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a college or university with a major in public or business administration or a closely related field; and at

least five years of progressively responsible administrative or managerial experience in a public setting. A Master's degree is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee 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 job, the employee is regularly required to sit, talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with the Mayor, City Manager, Assistant City Manager, City Council members, department directors, managers, elected and appointed officials of other government agencies, employees, business and community leaders, the media, residents, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.