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**DEPUTY CITY MANAGER**

**DEFINITION**

Under direction of the City Manager, provides comprehensive leadership and direction to assigned major City functional areas, departments and /or divisions of the City; provides policy guidance and coordinates the activities of assigned staff and services; represents the City and fosters cooperative working relationships with civic groups, intergovernmental agencies and City staff. Performs other related work as required. Positions assigned to this classification are Civil Service exempt.

**DISTINGUISHING FEATURES**

This classification is designed to assume a leadership role, requiring strong policy advocacy, organizational and advanced management skills and abilities. The Deputy City Manager is appointed by the City Manager and is member of the City's executive management team, and may be assigned to act on behalf of the City Manager or the Assistant City Manager. In addition to providing designated staff and policy assistance to the City Manager, this class has administrative responsibility for policy development and program planning and implementation with City-wide implications in assigned major City functional areas as determined by the City Manager. The incumbent may be responsible for oversight of one or more major City functional areas, departments and/or divisions. Various functions, activities or responsibilities may be assigned depending on the needs and priorities of the City. This class is distinguished from a department director by the larger scope, impact, and level of problem-solving and decision-making exercised across multiple City divisions, processes, and operations. This class is distinguished from Assistant City Manager in that the latter is second in responsibility to the City Manager.

Major City functional areas may include an Administrative Services assignment or a Development Services assignment. The Administrative Services assignment may include oversight of Finance, Human Resources, Information Technology, Public Information, Inter-governmental Relations, Program Performance Budget, and Management Support Services. The Development Services assignment may include oversight of Community and Economic Development, the Housing Authority, Advance Planning Special Programs, Current Planning, Building and Safety, and Base Reuse and Redevelopment. Periodic transfer of assignments and/or areas of responsibility may occur to meet organizational needs.

**EXAMPLES OF DUTIES**

1. Assists the City Manager in coordinating interdepartmental operations and reviewing internal affairs of various departments, services, programs and functions.
2. Exercises full responsibility for multiple and significant City functions, operations, and services.
3. Through subordinate department heads, or division or functional managers, provides administrative direction and supervision to assigned major City functional areas/departments; manages and evaluates performance of assigned departments, services, projects, programs, and activities; develops program and service options and goals for City Manager and City Council consideration.
4. Plans, directs, and supervises the activities of assigned staff.
5. Participates in and advises the City Manager in the formation of strategy and City policy; develops and recommends long-range plans for City services.
6. Works with the City Manager, City Council, Executive Management, a variety of public and private organizations, and community groups in developing and implementing City programs, services, and projects.
7. Assists the City Council and the City Manager in intergovernmental relations and acts as liaison with other governmental jurisdictions; tracks state and federal legislation; assists in the evaluation of proposed legislation to determine the potential impact on the City; prepares various related statements and responses, and coordinates and performs other lobbying efforts.
8. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; prepares community relations materials; makes presentations on assigned projects and programs.
9. Attends a variety of Council, board, commission, and staff meetings; provides staff support as assigned including support to elected and appointed officials.
10. Represents the City at community activities and events, various public and community meetings and gatherings, professional meetings and conferences, and on various committees and commissions/ may serve on special task forces or direct the conduct of projects.
11. May act on behalf of the City Manager or the Assistant City Manager.
12. Prepares, manages and coordinate the development and administration of budgets for assigned major City functional areas, departments, divisions, and programs.
13. Responsible for the supervision, training and evaluation of assigned staff.

## **EMPLOYMENT STANDARDS**

### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Master's degree in public or business administration, political science, urban planning or related field.

Experience: Seven to ten years of broad municipal government management experience, including work in intergovernmental relations, policy and procedure development, and departmental oversight or coordination.

### Knowledge

Knowledge of the concepts, principles, practices, and problems of public administration in a council-manager form of government, including public sector organizational structure, municipal government functions and services, and human resources and fiscal management; municipal, federal, state and local laws, rules and regulations pertaining to government operations; functions, trends, laws, regulations, principles and practices of assigned areas of responsibility.

### Ability

Ability to effectively and efficiently provide executive oversight to assigned major City functional areas, departments, divisions, functions and activities; execute assigned responsibilities and manage assigned programs, projects, studies and services; demonstrate effective leadership; creatively solve problems and resolve disputes using tact, discretion, and sound, independent judgment; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of comprehensive programs and processes; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal, and local laws and regulations; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgement; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with City staff, public officials, community organizations, business representatives, representatives from other agencies, service providers and vendors, and the general public; and supervise, train and evaluate assigned staff..

### Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.