DEPUTY CITY MANAGER

DEFINITION
Under administrative direction of the City Manager, independently develops, conducts and coordinates major projects with City-wide implications; provides administrative staff assistance to the City Manager in the conduct of all phases of City business; performs related work as required.

EXAMPLES OF DUTIES
- Develops, conducts, directs, coordinates and brings to successful completion major, long-term projects and studies with City-wide implications.
- Coordinates the budget process by meeting with department heads, refining requests, arranging production and distribution of final budget.
- Confers with varied management staff regarding policy, procedural and operational matters, providing administrative counsel, and policy interpretation.
- Conducts studies and surveys on relevant administrative and operational matters; analyzes data, evaluates alternatives, makes recommendations and prepares reports.
- Directs the work of assigned personnel and provides for their training; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.
- Makes presentations before the City Council; represents the City in meetings with various Boards and Commissions, representatives of governmental agencies, business, professional and community organizations, and the public.
- Ensures that City Council agenda items are complete and distributed; follows up and coordinates work that results from Council actions.
- Provides varied staff support to the City Manager and serves as Acting City Manager on a relief basis.

QUALIFICATIONS
DEPUTY CITY MANAGER

Knowledge Of:
Principles, practices and techniques of public administration, including the operations and functions of a municipal government; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration employee supervision; applicable State and Federal laws and regulations; basic public finance and policy development principles; and basic business data processing principles and practices.

Ability To:
- Plan, organize, direct, coordinate, review and evaluate major studies with City-wide implications.
- Direct, train motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze complex problems, evaluate alternatives and make creative recommendations; deal constructively with conflict situations; exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with department heads and others contacted in the course of the work.
- Represent the City effectively in meetings with others; and prepare clear and competent reports, correspondence and other materials.

OTHER REQUIREMENTS
Must possess a valid California Driver’s License and have a satisfactory driving record.

A typical way of gaining the knowledge and abilities outlined above is:
Equivalent to graduation from a four-year college with major course work in public or business administration or a related field and substantial administrative or management support experience which has included at least two years in a municipal setting. An appropriate advanced degree and administrative experience in a City Manager’s office are desirable.