



## DEPUTY CITY MANAGER

Bargaining Unit: Department Heads

### **DEFINITION:**

Under administrative direction of the City Manager, independently develops, conducts, and coordinates major projects with City-wide implications; assists in the identification and development of policy options; directly manages and supervises assigned operations, functions, and services; provides highly complex administrative support to the City Manager and City Council members; fosters cooperative relationships with civic and community groups, intergovernmental agencies, and City staff; may represent the City Manager at meetings; and performs related duties as required.

### **EXAMPLES OF DUTIES:**

- Develops, conducts, directs, coordinates, and brings to successful completion major, long-term projects, and studies with City-wide implications.
- Oversees the cannabis program implementation with multiple departments including collection of cannabis taxes, payments, and distribution of cannabis community benefits funds, monitoring cannabis permittees' compliance with permit conditions, and evaluation of cannabis permit applications and preparation of recommendations to City Council for the award of new permits.
- Oversees and coordinates with multiple departments the issuance of fireworks permits and monitoring permittees' payment of all sales taxes and fees.
- Works with the City Manager to support the city's budget process. Monitors and oversee all franchise agreements, lease agreements, and license agreements.
- Conducts hearings and issues administrative decisions, as assigned.
- 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, governmental agencies, business, professional and community organizations, and the public.

- Ensures that City Council agenda items are completed and coordinates with departments the implementation of City Council actions.
- Provides varied staff support to the City Manager and serves as Acting City Manager on a relief basis.
- Provides backup support to the Finance Director for the approval of financial transactions, procurement of liability insurance, and payment of disability claims.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

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

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.

**KNOWLEDGE AND ABILITIES:**

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.

**LICENSE AND CERTIFICATIONS:**

Possession of a valid California Driver's License and have a satisfactory driving record.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide travel as necessary.*