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## DEPUTY CITY MANAGER

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### **DEFINITION**

Under general administrative direction, plans, coordinates, directs, supervises and manages human resources, risk management, economic development, performance management, and public information / public affair activities; may be assigned responsibility for other functions or departments; provides highly responsible and complex professional support to the City Manager and City Council.

### **SUPERVISION EXERCISED**

Exercises direct supervision over subordinate personnel

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in, coordinate, develop, and direct research and compilation of comprehensive reports on complex matters for the City Manager, City Council and public.

Manage, oversee, and coordinate the functions of the City's Human Resources and risk management programs, including but not limited to the following:

Manage recruitment and selection process, including development of job announcements, placement of ads in newspapers and professional journals, scheduling interviews, administering tests and preparing eligibility lists.

Conduct compensation and benefits survey and studies gathering information from other cities and agencies.

Develop policies, procedures, forms programs and practices to improve Human Resources operations and efficiencies, including management of training programs and performance appraisal systems.

Prepare cost analysis for and participate in meet and confer process.

Develop, implement and maintain risk management systems including policies, procedures, identification of trends and training programs.

Assist management staff in employee motivation and disciplinary actions.

Coordinate benefit administration, including annual open enrollment for health, dental and vision plans.

Manage Department of Transportation drug and alcohol testing program.

Manage and oversee the City's Economic Development programs and provide complex support to the Successor Agency.

Manage and oversee the City's Performance Management program, including coordination of the City's performance measurement activities.

Manage and oversee the City's public information and public affair related functions.

Train, supervise, motivate, evaluate and discipline subordinate personnel.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Principles of public administration, budget preparation / analysis, human resources, performance measurement, management, organizational development, public affairs, municipal systems and procedures.

Methods and techniques used in Economic Development; procedures related to Successor Agency.

Federal and State legislative process and procedures.

Federal, state and local laws, ordinances, policies and procedures.

Survey techniques, statistics and report writing.

Principles of budget preparation and monitoring.

Ability and Skill to:

Plan, coordinate and perform surveys, analyses and prepare complex reports.



Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Maintain the confidentiality of information.

Train, supervise, motivate, evaluate and discipline subordinate personnel.

Analyze information requirements and needs, identify problems, examine alternatives and implement procedures.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Follow direction and policies with minimal supervision.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

BA/BS in planning, public administration, business administration or related field and eight (8) years increasingly responsible municipal experience, including three (3) years supervisory experience. Masters degree highly desirable.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents



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Ability to sit for two hours at a time

Ability to lift up to 25 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

