

DEPUTY CITY MANAGER

DEFINITION

Assists the City Manager to plan, organize, manage, and direct the overall activities and operations of the City government; to represent City policies and programs with City staff, community organizations, other agencies, and the public; to coordinate activities among and with other departments; to provide staff assistance to the City Manager and City Council as directed by the City Manager; and to do related work as required under general direction of the City Manager. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Unit: Unrepresented.

DISTINGUISHING CHARACTERISTICS

The incumbent serves as chief deputy to the Chief Executive Officer on general operations and the administration of the overall activities of City government and in providing of public services. Must have premier skills in effectively managing multiple projects and priorities.

The Deputy City Manager may serve as acting City Manager in his/her absence. When delegated by the City Manager, the Deputy City Manager will have the authority to sign necessary documents in the absence of the City Manager. The incumbent serves at the pleasure of the City Manager.

REPORTS TO

The City Manager.

CLASSIFICATIONS SUPERVISED

Exercises direct supervision over management, professional, clerical, technical personnel, and other City staff as assigned. May serve as department director to a designated department while serving as Deputy City Manager, and other departments and/or divisions may report directly to the Deputy City Manager when designated by the City Manager.

ESSENTIAL FUNCTIONS

Serves as assistant to the Chief Executive Officer; provides the City Manager and management with advice and consultation on the development of City services and policies; directs special studies to determine the effectiveness of City operations and activities; when designated by the City Manager may represent City Council policies with employees, other government agencies, the public, and community organizations; and maintains a continued awareness of administrative practices and recommends changes to the City Manager.

Assists the City Manager in developing, planning, implementing, and administering City-wide goals and objectives as well as policies and procedures necessary to provide City services; and approves new or modified programs, systems, policies, and procedures. Provides direction and advice to City department management; and coordinates interdepartmental activities as well as City activities with outside agencies and organizations. Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, and procedures; and prepares and presents staff reports and other necessary correspondence.

Represents the City Manager at meetings, as needed, by making presentations to explain program or project status to the City Council or other formal groups and to answer questions or arrange for compilation of data to assist in the decision making process.

Prepares and presents reports to the City Council and other legislative boards relative to areas of responsibility.

Provides highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, and general services.

Provides a wide range of assistance to the City Manager including special projects, administrative functions, enforcement of all laws and ordinances, and performs related work and other duties as assigned by the City Manager.

Represents City functions and activities with citizens, community organizations, and other government agencies; and performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent driving to different locations throughout the City; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration including administrative analysis, policy, and program development.

- Laws, rules, ordinances, and legislative processes controlling municipal government services and operations.
- Organization, problems, and functions of municipal government.
- Research and evaluation methods.
- Principles of management, supervision, training, and employee evaluation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.

Ability to:

- Plan, organize, manage, coordinate, and supervise the functions and services of the City to achieve efficient operations and achieve program goals.
- Direct the gathering, organization, analysis, and presentation of a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to City operations, programs, and services.
- Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent the City's policies, programs, and services with the public, community organizations, City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Six (6) years of broad and extensive management, supervisory, and administrative experience, preferably including work in a public agency involving development and administration of programs and public services.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a Bachelor's degree or a Master's degree in public administration, business administration, or a closely related field is highly desirable.

License:

- Possession of a valid California driver's license.

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