

DEFINITION:

Under administrative direction, assists the City Manager and Assistant City Manager in the general management of City operations; plans, organizes, directs and/or coordinates various functions of the City, including, but not limited to, economic development, redevelopment, housing, and general administration; serves as the acting City Manager in the absence of the City Manager and Assistant City Manager; performs special projects, assignments, and studies.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Deputy City Manager may include, but are not limited to, the following:

1. Providing overall administrative direction to City departments. Confers with the City Manager, Assistant City Manager, and department directors concerning administrative and operational problems and makes appropriate decisions and recommendations.

Measures: Provision of efficient and effective public service by City departments. Demonstrates strong administrative leadership skills and effectively promotes team environment. Open, participatory, supportive, resourceful, and innovative.

2. Coordinating inter-departmental activities with department directors and other City personnel.

Measures: Cooperative and effective relationships between departments.

3. Assisting the City Manager and Assistant City Manager in implementing City Council policies and directives.

Measures: Timely and effective implementation and administration of Council policies.

4. Planning, coordinating, directing, and participating in the development and implementation of administrative goals, objectives, policies, and procedures for the City.

Measures: Development and implementation of sound plans, policies, and procedures.

5. Representing the City at meetings with other agencies, business groups, community groups, and the public.

Measures: Effective and professional representation.

6. Making presentations on a variety of municipal subjects to the City Council and other boards and commissions as required.

Measures: Effective presentations which facilitate informed decision making.

7. Supervising, training, and evaluating staff.

Measures: High level of service to the public provided by a competent, motivated and professional staff.

8. Discharging the powers and duties of the City Manager in the City Manager's and Assistant City Manager's absence.

Measures: Effective discharge of powers and duties.

9. Coordinating and directing economic development activities with City departments, public agencies, non-profit agencies, and private entities.

Measures: Expansion of local businesses, attraction of new manufacturing firms, and cooperative relationships with other economic development agencies.

10. Representing the City Manager's Office on major development projects and coordinating such projects with appropriate City departments.

Major development projects will proceed in a timely and coordinated fashion and the resulting developments will benefit the City and its residents.

11. Managing the City's redevelopment activities, including projects and programs, as well as supervising redevelopment staff.

Measures: The City's redevelopment programs and projects will be successful in meeting their objectives of eliminating blight, improving neighborhoods and creating a healthy and more prosperous community.

12. Managing the City's affordable housing programs.

Measures: The City's affordable housing programs will be effective in meeting the objectives of improving neighborhoods and increasing the supply of affordable housing for lower income individuals and families.

13. Assisting the City Manager and Assistant City Manager in the preparation and administration of the City's annual budget and capital improvement plan.

Measures: A balanced budget which reflects the City Council's priorities; effective control of expenditures; solid long-range financial planning.

14. Planning, organizing, and/or directing other administrative functions and programs as necessary.

Measures: High level of service to City departments and the public provided by a competent, motivated and professional staff.

15. Performing special projects, assignments and studies.

Measures: Assignments are completed in a timely and professional manner.

16. Performing other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of public administration; current social, political, and economic trends affecting municipal government; applicable Federal and State laws, rules, and regulations affecting local government; principles of local economic development and marketing; redevelopment; affordable housing programs; local development processes and procedures; principles and methods of statistical analysis; local government organizations; and strategic and long-range planning.

Ability to:

Interact effectively with the City Council, City Manager, Assistant City Manager, Department Directors, other City employees, and the public; develop effective economic development and marketing programs; effectively manage redevelopment projects and programs; manage affordable housing programs; facilitate and coordinate large development projects; analyze complex administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; properly interpret and make decisions in accordance with applicable laws, regulations, and policies; prepare complete and accurate reports; supervise, evaluate and train staff.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent, with major work in Public Administration, Business Administration, Economics, or a closely related field. An advanced degree is preferred. A Master's Degree may be substituted for two years of the required experience.

Experience:

Typical experience would include at least seven years of progressively responsible administrative experience, two of which are in a management/supervisory capacity -- preferably in municipal government.