

**JOB TITLE: Deputy City Manager**

**JOB CODE: 18.05**

**GRADE: 35**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** Under broad direction of the City Manager, assists in the management of City government and performs related work as required. Provides general management direction as "second-in-charge" of an organization with 900 employees and a \$60 million + budget.

**MINIMUM QUALIFICATIONS:** A Master Degree from an accredited college or university in Public Administration, Business Administration or related field and eight (8) years of municipal management experience, including experience in a senior management position; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

- Knowledge of Public Finance Administration.
- Knowledge of information sources related to problems of local government.
- Ability to evaluate organizational performance, recommend and effect change.
- Ability to write clear and concise reports, memoranda and letters.
- Ability to meet the public and to discuss problems and complaints tactfully and effectively.
- Ability to establish and maintain effective working relationships with City Commission members, department heads, other City employees, and citizens groups.
- Knowledge of and experience in supervision of personnel.

**ESSENTIAL FUNCTIONS:**

- Performs both assigned and independent staff work; directs the activities of other administrative personnel as directed by the City Manager.
- Initiates research, special studies and reports for corrective action.
- Provides management direction to and supervision of certain City operating departments as assigned.
- Receives and acts on requests and complaints concerning actions of the various departments.
- Confers with and advises department heads about on-going operations, and preparation/implementation of new programs.
- Evaluates and recommends productivity improvements.
- Coordinates the preparation of various operating and administrative reports.
- Directs and participates in preparation of annual operating budget and Capital Improvement Plan.
- Assures completeness and accuracy of administrative rules, regulations and policies.
- Manages the implementation of the City's Strategic Plan.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.

Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Extensive public contact. Meets and works with other governmental agency leaders, community organization representatives and citizens on special projects and programs.

**SUPERVISION RECEIVED:** Operates under a wide latitude of independent judgment.

**SUPERVISION EXERCISED:** This is a supervisory position with specific supervisory responsibilities as assigned by the City Manager.

**PHYSICAL REQUIREMENTS:** This is sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, date entry, and word processing equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the City Manager. Acts for the City Manager in his/her absence.