



ASSISTANT/DEPUTY CITY MANAGER

DEPARTMENT: CITY MANAGER

CHARACTERISTICS OF THE CLASS:

Under administrative direction of the City Manager, assists in the management of City government operations. The incumbent advises and recommends courses of action on issues or decisions made by the City Manager and initiates the mandates and directives of the City Manager. The incumbent negotiates, coordinates, reviews, and prepares reports and analysis of issues. In addition, the employee serves as a liaison between the City Manager's Office, all municipal departments, citizens, contractors, builders and consultants. Work is reviewed through conferences upon completion of assignment for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Prepares strategic and operational plans; supervises, monitors and reviews departmental operations and functions as designated by the City Manager.
2. Conducts staff meetings with assigned department directors to establish controls and objectives and evaluate performances; serves as liaison to citizen boards, civic groups, volunteer organization and other agencies.
3. Develops and implements programs, policies and procedures; initiates and carries to completion programs as assigned by the City Manager.
4. Conducts studies on specific situations which occur in the operations of the City; prepares reports and recommendations for the review and action by the City Manager; coordinates directives from the City Manager to accomplish specific tasks.
5. Confers with citizens on specific problems; compiles data, statistics to obtain overview on problem areas; provides recommendations to problems; delegates work under direction of City Manager to rectify problem areas.
6. Represents the City at various meetings, both professional and public; responds to correspondence directed to the City Manager's office; acts as City Manager in absence.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The Omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's degree from an accredited college or university in Public or Business Administration, Political Science or related field; supplemented by five (5) years of Progressively responsible experience in project management in a governmental agency with a Masters degree in Public Administration preferred; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of modern City management.

Knowledge of budgetary development, administration and control.

Knowledge of local codes, ordinances and regulations.

Knowledge of personnel rules and regulations.

Ability to work efficiently and effectively with citizen groups and City employees.

Ability to formulate plans, budgets, and related policy papers, synthesizing information from a variety of sources.

Ability to organize and coordinate a wide variety of public services, to initiate and install administrative procedures and to evaluate their effectiveness.

Ability to exercise judgment and discretion in developing and interpreting administrative policies and procedures.

Skill in preparing written and oral presentations.

Skill in working diplomatically with citizens' groups to achieve overall goals and objectives.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 9