

## **DEPUTY CITY MANAGER**

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### **DEFINITION**

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The Deputy City Manager is an exempt management position. The Deputy City Manger is the principal assistant to the City Manager; as directed, acts for the City Manager in his/her absence; within the City Manager's office is responsible, in conjunction with the City Manager, for managing the day-to-day activities of the various departments.

### **DISTINGUISHING CHARACTERISTICS**

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General supervision is received from the City Manager. Exercises supervisory responsibilities in conjunction with the City Manager over professional and support staff, and City personnel, except in situations where such exercise will create a legal conflict of interest or conflict with other City policies. This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.*

1. Serves as principal assistant to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities, and serves as Acting City Manager upon the request or absence of the City Manager.
2. As assigned, either personally or through others, undertakes a variety of special studies and projects.
3. Serves as the Administrative Services Director, overseeing the divisions of Risk Management, Human Resources and City Clerk.
4. Assists the City Manager in keeping the City Council apprised of municipal matters and intergovernmental issues for potential policy and/or public relations determinations.
5. As directed, provides management advice and assistance to operating departments.
6. Under the direction of the City Manager, exercises overall responsibility for the delivery of City services.
7. Assists the City Manager overseeing the preparation of the City Budget.
8. Coordinates department activities with those of other City departments.

9. Assists in identifying training needs and session planning. Develops strategies for same.
10. Serves as the City's Hearing Officer on labor and employment issues, except in situations where such service will create a legal conflict of interest or conflict with other City policies.
11. Advises and makes recommendations to the City Manager on matters related to personnel; provides similar advice to City staff.
12. Assists in the formulation and implementation of City policies and procedures.
13. Interacts with other city and county agencies on a regular basis.
14. Interacts with the public on a regular basis and attends various city and public events.
15. Serves as the City's ADA Coordinator.
16. Performs other duties as assigned by the City Manager.

## **EMPLOYMENT STANDARDS**

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### **Knowledge of:**

Thorough knowledge of modern municipal government principles and practices, particularly as they apply to overall city government.

### **Skills:**

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving, conflict resolution, negotiations, budget preparation, and administration.
2. Excellent writing and speaking skills.

### **Education:**

Bachelor degree from an accredited university or college in a field of study appropriate to municipal management. A Masters degree in public or business administration is desirable.

### **Experience:**

A minimum of five years of progressively more responsible and varied experience in public management; municipal management experience preferred.

### **License:**

Possession of a valid Class C California driver's license.

Date Adopted: July 1, 2019