



Position Title: DEPUTY CITY MANAGER

NATURE OF WORK

This position focuses on administering and managing special projects and strategic initiatives as directed by the City Manager as well as serving, as assigned, as the City Manager's representative to community groups, organizations, employees, and officials. Provides direct support to the City Manager to assist in the development and implementation of goals, objectives, policy recommendations and various administrative responsibilities to include managing special work teams, policy research, coordinating intergovernmental relations, and coordinating and authoring major communications requiring interdepartmental input. Position also interacts with City Councilors on matters pertaining to City business and assists the City Manager in responding to inquiries from the public, preparing reports and other duties related to the City Council.

SUPERVISION

Work is performed with independence under general supervision of the City Manager. Incumbent works closely with the City Manager on a day-to-day basis and exercises independent judgment in a wide variety of situations. Incumbent prioritizes and performs work in accordance with standard practices and previous training, with substantial responsibility. Incumbent is expected to solve problems by adapting methods or interpreting instructions.

Incumbent has access to confidential information concerning all matters of the City. Incumbent is required to work outside of normal business hours year-round, prior to and after normal business hours, in order to attend meetings.

Position oversees Public Information Officer Consultant and coordinates with the City Manager and staff on all public outreach/communication efforts. Utilized as a resource for managerial staff with the expectation that they coordinate with this position to report back on various items to the City Manager.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

1. Responsible for providing an adept level of administrative staff assistance to the City Manager in support of their work with the City Council, members of the public, community groups, governmental agencies, and senior City staff.
2. Manage Strategic Initiatives and Special Projects as directed by the City Manager at all project phases, including project conceptualization, planning, community input, professional services selection and contracting, implementation and closeout.
3. Serve as the City Manager's representative to community groups and organizations. Represent the City Manager through attendance at community meetings; following up on key issues; presenting on City policies and projects; and negotiating, managing and developing agreements and cooperative activities with community partners as assigned.
4. Assist the City Manager in performing various duties including responding to and resolving difficult and sensitive citizen inquiries and complaints; authorizing and coordinating staff efforts for major external and internal communications; work with City Councilors on specific concerns and issues; and major projects with Departments.

5. Conduct, research and develop recommendations on City operating policies and procedures, programs, services, organizational structure and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and other correspondence. Work in collaboration with Human Resources to develop and implement a performance management system.
6. Maintain and enhance professional knowledge and skills via self-managed professional development; stay current on trends and innovations in the fields of public relations and public administration and act as the Chair of the diversity, equity and inclusion working group.
7. Participate in emergency response and related planning activities as assigned by the City Manager.
8. Assists in annual budget process, as well developing long-term budget goals and initiatives; administers department budget, programs and activities.
9. In coordination with appropriate department heads, develop community outreach strategies for effective public input on City projects.
10. Performs other duties as assigned by the City Manager, including being assigned by the City Manager to function as the Acting City Manager in their absence.

KNOWLEDGE, SKILLS, AND ABILITIES

An individual in this position must have successful leadership and organizational skills to plan, direct, and collaborate on the work of department managerial, professional, and other staff to include digesting comprehensive research studies, analyzing problems, preparing technical reports, and formulating recommendations; ability to organize priorities and multiple tasks effectively within time and priority constraints, despite interruptions; maintain confidential information; and have strong organizational, written, and oral communication skills, ability to communicate easily and appropriately with the general public, City staff, and government officials at all levels and maintain an understanding of racial equity, inclusion, and belonging. Individual must also have the ability maintain professional demeanor under difficult circumstances and understand and interpret complex political issues.

MINIMUM REQUIRED QUALIFICATIONS

Minimum of five years of executive management experience in municipal government, which includes responsibilities for operations and management of personnel. To be considered for this position a candidate should have a Bachelor's degree with coursework in public administration, public policy, or other appropriate field. A Master's degree in a similar field is preferred. Any combination of education and experience which demonstrates possession of the required knowledge, skills, and ability may be considered.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

Primary duties of this position involve: communicating accurately and effectively with members of the public, public officials, various committees, and staff on a variety of special projects, administrative duties, and public outreach activities. This includes collecting public input and information about City issues and serving as the City Manager's representative. Work is performed in an open office setting which can be somewhat noisy, outside in all weather conditions, at field locations, and inside vehicles. Current position includes some limited physical requirements including: transporting documentation, reports, and office supplies weighing up to 25 pounds.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job)