



## **Title:** Deputy City Manager

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the City Manager  
Directs the activities of the Finance-Budget Department, Information Technology Department, Human Resources Department and the Office of Communications.

### **MINIMUM QUALIFICATIONS**

- **Education:** Equivalent to a Masters degree from an accredited college or university with major course work in public or business management, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of nine years increasingly responsible managerial experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None Required

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- ICMA Credentialed Manager (ICMA-CM)

### **JOB SUMMARY**

The purpose of this position is to manage and direct operational activities for the city. This is accomplished by directing the activities of departments, developing and implementing policies and procedures, addressing inquiries and requests, developing support systems, preparing and presenting the annual budgets, forecasting revenues and expenditures, reviewing policies and procedures and any specific issues, establishing goals, developing long range programs for each area of responsibility, reviewing major projects, evaluating staff performance, developing and monitoring strategic plans, and coordinating activities with elected officials and outside agencies. Other duties include advising the City Manager, interacting with and supporting the City Council, resolving conflicts, coordinating report preparation, and acting in the absence of the city manager.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Executes business strategies by working with the city manager and the leadership team, establishing strategic goals and objectives, communicating with elected officials, responding to requests for information, providing direction to staff, and attending council meetings.
2	Directs the activities of multiple departments by coordinating objectives and department activities, managing administrative and operational matters, developing budget requests and agenda items, approving expenditures, participating in the hiring process, overseeing personnel actions, preparing operational plans, and providing administrative direction.
3	Manages community involvement by conferring with residents, businesses, board members and the general public, participating on teams and with regional agencies, representing city management and elected officials, corresponding with the public, addressing problems, and providing information.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.