

City of California City

Deputy City Manager

Annual Salary: \$140,000.00-\$170,000.00.

Hourly: \$67.31-\$81.73

Bi-weekly: \$5,384.62-\$6,538.46

Monthly: \$11,666.67-\$14,166.67

Job Type: Full-Time

Department: City Manager's Office

Title: Deputy City Manager

Position Summary

Under the general guidance of the City Manager, this position is responsible for performing highly important and complex managerial and administrative tasks, as well as managing various special projects. This is an at-will position, exempt from the City's competitive service, and reports directly to the City Manager.

The role involves assisting the City Manager in directing and coordinating the activities of all City departments, as well as directly supervising assigned departments and program areas. The incumbent employee will also provide leadership in policy formation and ensure the implementation of policies and procedures; will promote effective and efficient operations throughout the organization by facilitating cooperation and resource sharing between departments; will provide responsible support to the City Manager, City Council, and department heads, as needed and will serve as Acting City Manager, in the absence of the City Manager.

Essential Duties and Responsibilities

The following are the duties performed by an employee in this classification. This outlines the essential functions typically associated with positions in the City Management class. Tasks not mentioned here may be given to the incumbent employee when necessary to adapt to evolving business demands or staffing requirements. As such, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.

- Take full responsibility for the management of assigned departments, functions, services, and activities of the City.
- Develop and implement goals, objectives, and priorities for each assigned service area, and administer policies and procedures.

- Determine appropriate service and staffing levels for assigned functions and assess the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
- Evaluate the workload, administrative and support systems, and internal reporting relationships for areas of responsibility and identify opportunities for improvement and implement necessary changes.
- Coordinate the work plan for assigned functions through management level staff. Assign projects and areas of responsibility, provide direction and supervision for key projects.
- Analyze work methods and procedures, assess problems, and address and resolve issues by meeting with key staff.
- Assist the City Manager in managing and supervising all City Departments, including all personnel related functions such as recruiting, training, motivating, and evaluating assigned personnel. provide or coordinate staff training, address deficiencies, and implement employee disciplinary measures as needed.
- Assist the City Manager and the Finance Director in monitoring the growth and management of the budget for designated functional domains; authorize the estimation of funds required for staff, resources, materials, and provisions; authorize expenses and implement necessary budget modifications as suitable and essential. Engage in the planning, coordination, and delivery of the city's yearly budget, capital improvement budget, and internal financial monitoring systems; and contribute to the formulation and presentation of the final budget.
- Establishes, within City policy, appropriate service and staffing levels for the organization working closely with department heads relative to needs and in conjunction with the budget process; participates in the monitoring and evaluation of the efficiency and effectiveness of departmental service delivery methods and procedures.
- In conjunction with the City Clerk, coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues.
- Participate in labor relations activities in conjunction with the Human Resources Director; participate in decisions affecting personnel policies.
- Participate in coordinating the agenda for City Council meetings; review staff reports for completeness and accuracy, and coordinate with department heads relative to report content and presentations.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; facilitates public meetings and discussions on complex topics.

- Performs related duties and responsibilities as required

Minimum Qualifications:

Knowledge of

- Principles and practices of municipal administration, organizations, and functions.
- Current social, political, and economic trends and operating problems of municipal government.
- Principles and practices of public financing and municipal budgeting.
- Principles and practices of financial analysis and long-term strategic financial planning.
- Principles and practices of economic and community development.
- Industrial and demographic characteristics of the region.
- Principles and practices of marketing and public relations.
- Principles and practices of research and report preparation.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Local and state legislative processes.
- Methods of assessing municipal operating requirements.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Principles of human resource management and organizational development.
- Methods and techniques of supervision, training, and motivation.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.

Ability to:

- Assist the City Manager in managing overall City operations.
- Provide effective leadership.
- Coordinate a variety of program activities.
- Develop and administer City-wide goals, objectives and procedures.
- Conduct financial analysis related to City revenues, expenses, and liabilities; recommend and implement strategies to address City finances.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Work independently and as part of a team.

- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Present ideas and concepts before groups or in written publications and facilitate discussions.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work weekends, evenings, attend night meetings, including City Council meetings, and attend special events as needed.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of administrative or managerial experience in a public administration setting, including four years of management or supervisory experience at the department head level.

Education: A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a closely related field, A Master's degree in public or business administration is highly desirable.

Essential Physical Requirements

- Ability to: Reach, turn, move from one location to another.
- Frequent: Speak clearly and correctly, sit, hear, handle, climb.
- Visual acuity (near, less than 20 inches).
- Perform one or more of the following functions simultaneously:
 - Reach, turn, move from one location to another, handle, read, write, sit,
 - Speak, hear.

Working Conditions

- Incumbent will primarily work in an office environment.
- Incumbent may be required to work weekends, special events, on-call, or outside of normal work schedule.

- Incumbents who drive on City business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the City.

Disaster Service Worker

Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

Additional Information

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for qualified individuals will be made for the incumbent/applicant when possible.

ADA/EEOC Job description.

Filing Date: Open Until Filled

To Apply:

Submit a cover letter, resume, and a list of six (6) professional references.

Human Resources Dynamics & Performance Management, Inc.

Website: HRDPM.COM

Contact: Rhonda D. Strout-Garcia - Recruiter, HRDPM – Rhonda@hrdpm.com