

City of Watsonville

Job Description



JOB TITLE:	Deputy City Manager	DATE APPROVED:	November 1, 1995
DEPARTMENT:	City Manager	SUPERSEDES:	N/A
REPORTS TO:	City Manager		
SUPERVISION:	Over management, supervisory, professional, technical, and/or administrative support staff		
EMPLOYEE UNIT:	Executive		
FLSA :	Exempt		

JOB SUMMARY:

Under general administrative direction, performs highly responsible and complex professional administrative work while assisting the City Manager with the direction and coordination of the activities of assigned City departments; directly supervises assigned functions of the City; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager and Assistant City Manager as required. This role involves promoting a culture of high performance and continuous improvement, strategic leadership, operational oversight, and community engagement to support the City's vision and objectives.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a Senior Management level of classification and is responsible for administering the activities of assigned departments/divisions. This position works independently with the City Manager in carrying out the vision of the departments and/or divisions assigned. This position works cooperatively and supportively with the City Manager/Assistant City Manager when interacting on assigned projects, personnel issues, and related City assignments. This classification will provide the opportunity to fulfill the prerequisite experience necessary to apply for the position of City Manager.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Assists the City Manager in carrying out the vision of the City through the overall administrative and policy planning process of the City; assumes full management responsibility for assigned functions, services, and activities of the City.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

- Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Plans, directs, and coordinates, through subordinate department/division heads the work plan for assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
- Participates in the preparation, coordination, and presentation of the City's annual budget; participates in the development and presentation of financial forecasts including reviewing expenditures and revenues.
- Reviews and evaluates proposed new work programs, changes in level of service to the community, and reorganization of assigned departments/divisions.
- Represents the City and assigned departments/divisions in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies.
- Coordinates and participates in providing responsible staff assistance to the City Manager and Assistant City Manager; prepares a variety of oral and written reports.
- Participates on a variety of boards, commissions, and committees including City Council; prepares and makes presentations regarding agenda items and resolutions as necessary; acts as Secretary to assigned commission or board as necessary.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Coordinates activities of the City Manager's Office with other City departments and divisions and with outside agencies.
- Serves as City Manager in the absence of the City Manager and Assistant City Manager.
- Ensures that all safety regulations are communicated and followed.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of the management of a large and diverse organization including organization and management of work, effective supervisory practices, and staff development
- Principles and practices of municipal budget, preparation, and administration.
- Advanced principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes, regulations, and ordinances affecting City operations and facilities.
- Applicable City policies, procedures, and memoranda of understanding related to budgeting, administration, and personnel

- Analytical techniques and effective methods of solving problems and promoting good management and leadership within the City Management Team.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

Ability to:

- Coordinate the activities of assigned City departments/divisions.
- Develop and administer City-wide goals, objectives, and procedures.
- Analyze and define 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.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Represent the City Manager with high standards of ethics, professionalism, and dedication.
- Focus on multiple tasks simultaneously.
- Respond to negative feedback appropriately
- Make effective presentations to elected officials, the public, city executives, businesses, and other agencies
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field. A Master's degree is preferred.

Experience:

Eight years of increasingly responsible experience in municipal management including three years of management and administrative responsibility.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

Other Requirements:

- Bilingual English/Spanish oral skills is highly preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.