

DEPUTY CITY MANAGER

ADOPTED: June 2024

City Manager Approval:

FLSA: Exempt

DEFINITION

Under general direction, provides the highest-level management, administrative, and research support to the City Manager; may have line programmatic responsibilities over specific City administrative or support areas; administers specific program areas; conducts or directs organization, management, and general studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects, as assigned.

CLASS CHARACTERISTICS

The Deputy City Manager is a single level position that functions as a staff member in such executive, managerial, and administrative support capabilities as the City Manager deems necessary. This position works with a high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, other governmental agencies, and the public.

This class differs from the Assistant City Manager in that it does not assume the Acting City Manager role in the City Manager's absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Confers with the City Manager in supervising and coordinating a variety of management and administrative support activities.
- Participates in the review of issues facing the City and the development and implementation of programs and projects.
- Assists in monitoring developments related to City management matters, reviews and interprets new and proposed legislation. Assists in determining the impacts on operations and programs of the organization.
- Assists with conducting analytical studies, surveys and research of City policies and procedures, program services, organizational structure, difficult administrative and operational matters, and community issues.

- Assists departments in the review, evaluation and reporting of special problems or issues, as assigned.
- Assists in the preparation and review of the City budget.
- May perform selected organizational studies and program activities for presentation to the City Council.
- May makes oral presentations to department managers, Council, community organizations and other governmental agencies on various issues and topics.
- Manages and administers special projects for the City Manager's office as assigned.
- May perform selected administrative studies, organizational and program analysis.
- Assists City Manager in monitoring developments related to City management matters
- Assists with providing effective direction, oversight and participation to assigned work projects, programs, and departments; reviews and evaluates work products, methods, and procedures.
- Assists with responding to and addressing a variety of citizen complaints and concerns and explains City policies, procedures and services to the public.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Complex public policy issues and intergovernmental relations.
- The principles and practices of local government administration and organizational analysis.
- Methods of performing research, report writing, financial management, public relations, customer service, management analysis.
- Statistical and work measurements and standards.
- Report presentation.
- Supervisory and management methods, trainings and techniques.
- Applicable Federal, State, and local laws, rules and policies regarding local government.

Ability to:

- Conduct analytical management, and operational studies, evaluating alternatives, and making effective recommendations.
- Write clear and concise reports, memoranda, directives and letters.
- Develop comprehensive plans of action from general instructions.
- Gather, interpret, analyze, evaluate and present a variety of data.
- Properly interpret and make decisions in accordance with laws, rules and policies.
- Interact effectively with all levels of City staff, Council, and public using tact and discretion.
- Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
- Exercise sound judgement and sensitivity in response to high level and potentially confidential matters.
- Establish and maintain effective working relationships with all City employees.
- Plan, supervise, review, and evaluate the work of assigned staff.
- Operate personal computer and applicable software programs.

Education and Experience:

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

- Four (4) years of experience in public administration, which includes municipal management and administrative analysis. Two (2) years of supervisory experience is desired.
- Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree or continuing graduate work in administration and management is desired.

Licenses and Certifications:

- Possession of or ability to obtain, a valid California Class C driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.