



CITY OF HALF MOON BAY

Job Specification

Class Title: Deputy City Manager
Status: Exempt
Department: City Manager's Office
Reports To: City Manager
Employee Group: Unrepresented Management
Adopted by City Council/Resolution Number:
Modified:

DEFINITION

Under administrative direction, provides a variety of management/organizational analysis, administrative coordination work, and program management for the City Manager's Office; provides policy guidance and coordinates the activities of assigned staff; fosters cooperative working relationships with elected officials, civic groups, inter- governmental agencies and City staff. The position exercises independent judgment and discretion in formulating, coordinating and managing the development and implementation of City policies and programs.

SUPERVISION RECEIVED/EXERCISED

The Deputy City Manager receives general direction from the City Manager. Responsibilities may include direct and indirect supervision of technical and clerical staff.

IMPORTANT AND ESSENTIAL DUTIES

The Deputy City Manager is responsible for, but not limited to, the following duties:

- Assists in planning, organizing, coordinating and directing the work of the City Manager's Office.
- Formulates, recommends and administers policies and procedures governing special projects assigned by the City Manager.
- Assists in the development and implementation of goals, objectives, policies and priorities.
- Prepares reports and makes presentations to the City Council, committees and community groups.
- Interprets and explains programs and policies to the public and City staff; answers questions and provides information on complex and sensitive issues.
- Conducts analytical, organizational, procedural and other studies; makes appropriate recommendations and implements cross-departmental programs and projects with the assistance of staff.
- May supervise operating units or staff functions as assigned.
- Provides staff support to the City Manager in preparation and evaluation of the City's budget.
- Supports the implementation of City Council priorities and provides staff support to City Council committees.

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- Represents the City Manager to the public and/or other City departments and related Federal, State, regional and local agencies and community organizations.
- Analyzes existing operating procedures on a City-wide basis; makes recommendations to promote efficient, effective and consistent service delivery.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern public sector management methods and techniques.
- Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.
- Pertinent Federal, State and local laws, rules and regulations.
- Principles, methods, and practices of municipal finance, budgeting and personnel management.
- Social, political and environmental issues influencing program administration.
- Project and program management techniques and procedures.
- Negotiation and conflict resolution techniques.
- Modern office procedures and computer equipment

Skill to:

- Use tact, discretion, initiative and independent judgment within established guidelines.
- Represent the City Manager's priorities, plans and initiatives to a broad range of stakeholders.
- Set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Apply logical thinking to solve problems or accomplish tasks and to understand, interpret and communicate policies, procedures and protocols.
- Communicate clearly and effectively, both orally and in writing; make public presentations.
- Prepare clear and concise reports, correspondence and other written materials.

Ability to:

- Work effectively with elected officials, the community, stakeholders, City/Agency staff and contractors.
- Supervise, train and evaluate assigned staff.
- Plan, organize, administer and coordinate a variety of complex City services and programs.
- Analyze and resolve complex budgetary, management and organizational problems.
- Interpret and apply policies, procedures, rules and regulations.
- Make presentations before groups.
- Facilitate meetings.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor's Degree from an accredited four-year college or university with major course work in Public or Business Administration, Public Policy, Political Science or a closely related field. A Master's degree in Public or Business Administration is highly desirable.

Experience:

Five (5) years of increasingly responsible administrative or management experience in municipal government administration.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned work.

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work site and to meetings during assigned hours of work. Specific duties and responsibilities may result in evening or late hours of work.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License