

**DEPUTY CITY MANAGER****Definition:**

Under general administrative direction, provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and Department Directors; provides leadership, as required, to all City departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; manages the City's homeless services strategies in conjunction with local government agencies, law enforcement, community stakeholders, and nonprofit/community based organizations; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; may act as City Manager in the City Manager's absence; performs related work as required.

**Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Conducts and participates in high-level meetings internally and externally; representing the City with outside organizations and boards.

Conducts annual community assessment and produces an annual accomplishments report using developed departmental metrics.

Responds to and resolves difficult, complex, and sensitive citizen inquiries and complaints; interprets, analyzes, defends, and explains City policies, procedures, programs, and activities; negotiates and resolves sensitive and controversial issues; handles public relations dealing with the news media.

Oversees the preparation of the City Council agenda; participates in the evaluation, update, and finalization of the City Manager's agenda for the City Council; evaluates reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; selects appropriate recommendations for presentation to the City Council.

Leads operational departments and functional components of the City by aligning operations with the goals and objectives established by the City Council through adherence to Strategic Planning objectives and updating and monitoring progress.

Implements directives and policies from the City Manager; provides guidance and direction to Department Directors to coordinate and direct programs and projects; meets with Department Directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.

Assists the City Manager in preparation of the City's annual budget and in developing long-term financial plans.

Develops and implements new and innovative programs and services, and engages employees in their implementation.

May participate in the City's labor relations program including grievance and disciplinary hearings.

Participates in the preparation and administration of the City Manager's Office budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.

Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.

Tracks and analyzes legislation, prepares reports concerning the impact of potential legislation, drafts letters of support and opposition, and updates the annual legislative platform.

Manages and participates in the development and implementation of goals, objectives, policies and priorities related to homelessness strategies.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.

Participates in selecting, training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

Ensures effectiveness of daily operations for assigned City departments and/or divisions and activities, including City Clerk and City Council services; provides management direction by expediting work flow and assuring achievement of departmental work programs.

Develops recommendations of assigned department work methods, operating policies and procedures, program services, and other administrative issues; observes program operations; analyzes findings and implications; makes recommendations to the City Manager.

Negotiates highly complex contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation and monitoring of program or special project budgets.

Researches and coordinates operating department responses to City Council requests; disseminates information and assist departments with City Council directives.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public administration; incorporates new developments as appropriate.

Assesses and monitors workload, division of responsibilities and internal reporting relationships and identifies opportunities for improvement.

Assists the City Manager in the development of City goals and objectives; may represent the City Manager in his/her absence.

Operates modern office equipment including computer equipment and specialized software application programs.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

**Class Characteristics:**

The Deputy City Manager is a single incumbent executive class and is a member of the City's executive team. The incumbent is appointed by and reports to the City Manager and is responsible for providing sensitive, difficult, and complex executive staff assistance to the City Manager and exercises initiative over a variety of issues. The incumbent is responsible for assisting in the coordination of work of several City departments, divisions and/or programs in order to relieve the City Manager of much of the administrative and supervisory details associated with their operation. He or she works closely with the City department heads, assisting them in the development of sound departmental organizational structure to maximize efficient and effective operations.

**Contacts and Relationships:**

The Deputy City Manager has continuing contact with the City Manager, City Council Members, City department/division heads and other City staff. Additional contact will occur with media representatives, governmental agencies, and a variety of groups and their representatives. Contact with the public will occur during activities, events and via a variety of inquiries.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration and homelessness services strategies.

Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures.

Technical, legal, financial, and public relations issues associated with the management of City programs.

Principles, practices and techniques of public administration, organization and management including budgeting methods and procedures.

Principles of supervision, training and performance management.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Effective methods for making oral and written presentations.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, the public, and various news media outlets.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Negotiations and conflict resolution techniques.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

**AND**

**Ability to:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.

Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.

Provide leadership and direction to departments of the City as directed by the City Manager.

Prepare and administer large and complex budgets; allocate resources in a cost effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Plan, organize, direct, coordinate, and evaluate the work of supervisory, technical, and office support staff; delegate authority and responsibility. Implement disciplinary actions when warranted.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.

Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and applicable and specialized software.

Use English effectively to communicate in person, over the telephone, and in writing; write clear, concise, objective and interesting text and edit materials for objectivity; prepare clear and comprehensive reports and make effective presentations.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Meet and serve the public with professionalism, courtesy and tact.

**Education and Experience:**

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

Graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, or a related field. A Master's degree in public administration is highly desirable.

**AND**

Five years of management or administrative experience in municipal administration and/or assigned program areas in a public agency to include Assistant to the City Manager, Senior Management/Administrative Analyst, or equivalent. Varied departmental or agency-based experience, to include demonstrated experience in city-wide programs, is desired.

**Special Requirements Include:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Deputy City Manager file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed primarily indoors in an office environment. The incumbent sits, stands, walks, reaches, bends, twists and grasps and may drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Established September 2019