



Job Code: 0011
FLSA: E
Unit: MGMT
Revised:

DEPUTY CITY MANAGER/GENERAL SERVICES

DEFINITION

The Deputy City Manager/General Services is an exempt management position. The Deputy City Manager is the principal assistant to the City Manager; as directed acts for the City Manager in his/her absence; within the City Manager's office is responsible for managing the City's administrative (e.g. City Clerk, Information Services, and Central Services) and public housing functions; undertakes special projects and studies.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the City Manager. Exercises supervisory responsibilities over division managers.

TYPICAL DUTIES

1. Serves as principal assistant to the City Manager providing advice and assistance on matters associated with municipal management.
2. As assigned, either personally or through others, undertakes a variety of special studies and projects.
3. As assigned, coordinates interstaff activities and represents the City at the staff level in interagency matters.
4. Manages the City's administrative service functions to include city clerk operations, information services, and central services.
5. Manages the City's emerging public housing program.
6. As directed, provides management advice and assistance to operating departments.
7. Assists in the formulation and implementation of City policies and procedures.
8. May administer selected franchise agreements.
9. As Deputy City Clerk, directs the conduct of municipal elections.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern principles and practices associated with municipal management.
2. Organization and operation of standard municipal services.
3. Role and responsibilities of a municipal manger.

Skill to:

1. Establish goals and objectives, develop programs to meet them.
2. Provide management direction in assigned area of responsibility.
3. Identify problems, analyze issues involved, develop solutions.
4. Resolve conflict, develop census.
5. Translate broad direction into action.
6. Make decisions.
7. Coordinate multiple activities.
8. Communicates clearly and effectively both in written and oral form.

Education:

Bachelor degree from an accredited university or college in a field of study appropriate to municipal management. A Masters degree in public or business administration is desirable.

Experience:

A minimum of five years of progressively more responsible and varied experience in public management; municipal management experience preferred.

License:

Possession of a valid Class C California driver's license.