



**Job Code:** 0010  
**FLSA:** E  
**Unit:** MGMT  
**Revised:** 10/4/88

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## **DEPUTY CITY MANAGER/HUMAN RESOURCES**

### **DEFINITION**

The Deputy City Manager/Human Resources is an exempt management position. The Deputy City Manager/Human Resources 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 functions; Human Resources Department; Labor Relations Program and special projects and studies.

### **SUPERVISION RECEIVED/EXERCISED**

General supervision is received from the City Manager. Exercises supervisory responsibilities over professional and support staff.

### **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. Manages the City's Labor relations program; acts as chief labor negotiator during collective bargaining process.
4. Manages the City's public information programs.
5. Administers selected franchise agreements (e.g. refuse and cable).
6. As directed, provides management advice and assistance to operating departments.
7. Under the direction of the City Manager, exercises overall responsibility for the delivery of personnel services.
8. Directs the establishment of department goals and objectives and development and administration of programs to meet goals and objectives.

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9. Exercises responsibility for the proper organization, staffing and operation of the Human Resources Department.
10. Advises and makes recommendations to the City Manager on matters related to personnel; provides similar advice to City staff.
11. Ensures department operates in compliance with city, state and federal personnel rules, regulations, and policies.
12. Assists in identifying training needs, and development/administration of training.
13. Either directly or through subordinates, assigns work and provides direction to staff; evaluates staff performance, ensures desired performance levels are maintained, participates in personnel action.
14. Oversees preparation and administration of department budget.
15. Coordinates department activities with those of other City departments.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Thorough knowledge of public personnel policies and practices, particularly as they apply to the municipal; knowledge of public sector labor relations.

### **Skill to:**

1. General management skills to include goal setting, planning, organizing staffing, decision making, coordinating problem solving and budget preparation and administration.
2. Establish and administer personnel programs to include recruitment and selection, compensation, affirmative action, performance evaluation, position/classifications and employee/employer relations.
3. Excellent writing and speaking skills.

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**Education:**

Four-year college degree in human resources, public or business administration or related field, graduate degree preferred.

**Experience:**

Four years of responsible human resource experience including three years in a supervisory position.

**License:**

Valid California driver's license.

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