

POSITION TITLE:	Deputy City Manager
DEPARTMENT:	Administration
FLSA STATUS:	Exempt
SALARY GRADE:	M
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

Under general direction, the Deputy City Manager provides highly responsible and complex professional management assistance to the City Manager, City Council, and Department Directors; ensuring efficient and effective City administration in furtherance of the policy goals established by the City Manager and City Council. The duties of this position include complex project management, development of organizational initiatives and plans, and oversight of the implementation of City Council goals, City Manager directives, and other strategic priorities for the organization.

This position also directs and oversees all activities of the Development Services Department including development review, long range planning, building inspection and permitting, and code enforcement; and all activities of the Economic Development Department including business recruitment and retention, business incentive programs, downtown maintenance, and economic development / urban renewal grant programs. May direct and oversee other departments as assigned by the City Manager.

ESSENTIAL JOB FUNCTIONS:

- Provides highly responsible assistance to the City Manager in the management of city operations, policy development, and decision making.
- Serves as Acting City Manager in City Manager's absence when designated.
- Facilitates the accomplishment of City Council goals, City Manager directives, and other strategic priorities for the organization.
- Conducts specific and comprehensive analyses of a wide range of municipal and organizational policies, procedures, and service delivery protocols.
- Assists in developing, planning, and implementing goals and objectives for the city and measuring progress.
- Performs large and complex project management duties as assigned by the City Manager.
- Performs a variety of research, analysis, and administrative studies; policy analysis, program development and formulation; and strategic planning studies and projects.
- Prepares reports, resolutions, ordinances, proclamations, bid/RFP documents, contracts, correspondence and other documents for City Manager, Department Directors, and/or Council review or approval.
- Participates on city executive team and management team and may serve on special task forces. Directs or coordinates organizational projects having a citywide impact.
- Assists the City Manager in budget development and related tasks.
- Serves as liaison between City Council members, the City Manager, Department Directors, City staff, the public, and outside groups, and agencies. Exercises interpersonal and political acumen to communicate the objectives and intentions of the City Manager and City Council.

- Advises Department Directors on development of City Council staff reports and other meeting materials to facilitate successful City Council adoption of policy measures; provides editorial oversight over City Council agenda packets and amends materials as required prior to Council meeting packet publication, subject to City Manager approval.
- Exercises independent judgment and initiative, and applies knowledge of organizational programs and procedures to proactively address internal and external challenges, including problems involving public, intergovernmental, and interdepartmental relations.
- Represents the City in meetings with governmental agencies, community groups, and various business, professional, and educational organizations, and the media.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Meets and confers with citizens to remedy problems and discuss city policies and procedures; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees the City's franchise agreements, including agreement renewals and new market entrants, solid waste rate setting, and ensuring program accuracy related to franchise revenues and expenditures.
- Manages and oversees multiple urban renewal grant programs, including coordinating with applicants, developing scopes of work, managing bidding and selection process for contractors, developing and managing contracts, and performing contractor and compliance management.
- Manages and oversees urban renewal public infrastructure repair and reinvestment projects as assigned by the City Manager.
- Manages and oversees public and public/private property redevelopment projects as assigned by the City Manager, including developing project objectives, developing and managing consultant contracts and work products, issuing requests for proposals, managing bidding and selection processes, managing contractors and site improvements, and negotiating development agreements.
- Provides direction, oversight, and support for the work of the Development Services Department, including development review, long range planning, building inspection and permitting, and code enforcement.
- Provides direction, oversight, and support for the Economic Development Department, including business recruitment and retention, business incentive programs, downtown maintenance, and business grant programs.

Communications Specific Functions

- Plans and implements internal and external communication programs to keep citizens, businesses, news media, and other key audiences up to date on City activities.
- Directs the structure and provides editorial oversight over the City website, newsletter, and social media pages. Manages City communications to ensure message effectiveness and consistency with City policy and Council intent.
- Creates programs to promote citizen involvement in City programs, activities, and decision-making processes, including development of avenues for providing input to the City Council on policy initiatives.

- Manages all aspects of communication between the City and the public to ensure a consistent look and message.

City Recorder Specific Functions

- Serves as the Clerk of the City Council, coordinates the arrangements and attends City Council and Urban Renewal Agency meetings; records meetings, drafts and edits meeting minutes; assures distribution and recording of all signed ordinances, resolutions, and other documents approved by Council.
- Oversees public records management and retention for the City.
- Organizes and archives City Council ordinances, resolutions, proclamations, and other public meeting instruments and documents.
- Prepares City Council and Urban Renewal Agency agenda packets in coordination with the City Manager, and Mayor. Advises departments regarding preparation of Council packet documents to ensure accuracy and completeness, as well as consistency with the City Manager's direction. Reviews agenda packet and oversees distribution to the City Council and public. Prepares Council Chambers for meetings.
- Serves as Election Officer for the City; manages all aspects of City elections including certifying signatures on petitions, preparing and distributing official notifications, providing information to candidates and campaign committees, and ensuring compliance with all county and state rules, regulations, and requirements.
- Maintains records and rosters of City Council and Board and Commission members; facilitates appointment processes for Board and Commission vacancies.
- Coordinates and participates in orientation of new City Council members.
- Processes and responds to public records requests; reviews records for potentially legally exempt materials
- Coordinates appointments on City's advisory committees/boards.
- Maintains in-depth knowledge of City and City Council rules and policies.
- Serves as Staff Liaison to various City boards, committees, and commissions as assigned by the City Manager.
- Contributes to the effective administration of city government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and customer service orientation to community members.
- Performs other duties as required.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Master's degree in Public Administration and five years progressively responsible management experience.
- Strong written and verbal communications skills.
- Quantitative analysis skills, including cost/benefit analysis and statistical analysis.
- Extensive experience with Microsoft Excel or similar spreadsheets, as well Microsoft Office applications.
- High standards of personal integrity, professionalism, and attention to detail.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of applicable federal, state, and local statues, rules, and regulations.
- Ability to implement management theories, principals, and practices.
- Knowledge and skills in goal setting, program development and evaluation, and evaluation, and supervision of staff directly or through subordinate levels of supervision
- The ability to effectively communicate with coworkers, management, elected officials, and the general public.
- Strong interpersonal skills, political astuteness, and awareness of and navigation around controversial and sensitive issues.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including reference check and Criminal History check.

SUPERVISION RECEIVED:

Works under the direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Supervises Development Services and Economic Development staff which includes oversight and final authority for assigning, reviewing, and evaluating work performance. This position may oversee staff in other functional areas as directed by the City Manager.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to handle, operate objects, tools, or controls and must have sufficient hand-eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching, and handling objects as required to file.
- Specific vision abilities required for this position include close vision and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer (internal and external) contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Tyler Deems
City Manager

Adopted: August 25, 2020, Revised: 11/7/2021, 10/24/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Jeff Aprati

Date