



Class Title: Deputy City Manager

Salary: \$110,000-\$130,000/year

Department: City Manager's Office

Reports To: City Manager

Last Reviewed: 4.1.22

## **POSITION SUMMARY**

This position is at-will. This position provides management direction and inter-departmental coordination for ongoing City operations, as well as coordinating the City's external relationships with other governmental and quasi-governmental entities. This work involves representing the City's interests and positions before legislative and rule-making authorities at all government levels, providing leadership in interpreting and implementing the City's organizational philosophy and goals to City staff, and representing the City to community groups, City task forces, committees and boards.

On behalf of the City, this individual negotiates various lease, purchase and sale agreements with other government agencies, business sector, human services agencies and community service organizations. The position is involved in the implementation of economic development plans. Collaboration is a core value of the City and the Deputy City Manager ensures that departments work together to carry out the City's goals.

## **GENERAL DESCRIPTION**

This position will be responsible for various functional teams including: Clerk's Office, Planning and Finance. This position will over see staff in each of those functional teams.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides leadership and direction in the development of short and long range financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional financial advice to city manager and or council; requires independent judgment and discretion; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal

control; supports City Manager in preparation of the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Serves as the senior financial advisor to the City Manager, Mayor and City Council.

Provides oversight of all clerking duties including: public record requests, retention schedules and meeting management.

Manages community development activities to ensure consistency between planning action plans and council priorities and to support collaboration between planning and economic development teams.

### **DESIRED MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Public Administration or a related field that provides necessary skills and abilities
- Ten years increasingly responsible experience in local government
- Excellent oral and written communication skills
- Ability to analyze and articulate complex issues encompassing a wide variety of disciplines to various audiences
- Ability to function as Acting City Manager as assigned during the City Manager's absence or during emergencies.
- Experience with public accounting.
- Experience with clerking duties.

### Preferred qualifications

- Masters Degree in Public Administration or an applicable field of study
- Experience in intergovernmental relations
- Accounting, GFOA certificates/CPA
- Municipal Clerk certification