



Position Description

Deputy City Manager

Executive Department

CLASSIFICATION: Exempt

BARGAINING UNIT: Unaffiliated (Non-Union)

REPORTS TO: City Manager

SUPERVISES: Human Resources Department and Division teams as assigned

SUMMARY:

Under the general direction of the City Manager, provides support and coordination in the management of the operation aspects of City government. Advises and recommends course of action on issues; facilitates policy making and team building at the management level. Assists the City Manager in providing leadership and direction to staff in planning, organizing, directing, monitoring and evaluating City operations. Provides support to the City Manager and City Council by conducting research, writing reports, analyzing operational systems and recommending improvements when needed.

ESSENTIAL JOB FUNCTIONS:

Additional job functions may vary due to department or City needs/requirements. Assignments may include but are not limited to:

- Coordinates major activities of all City departments to achieve City Council goals and implement City Manager direction and vision.
- Coordinates multi-departmental projects.
- Follows up on action requests, service complaints and information requests originating with the City Council or the public.
- Works closely with the City Manager to communicate a unified commitment to achieving the mission of compliance with the values of the organization.
- Coordinates major initiatives as directed by the City Manager.
- Serves as liaison to various community-based organizations, external agencies, committees, associations, citizens and/or other interest parties.
- Attends a variety of meetings as the City's official representative.
- In collaboration with the City Manager, develops city-wide policies, budget goals, labor strategies and strategic goals.
- Ensures timely resolution of operational issues, anticipates potential crises and acts to prevent their occurrence or reduce operational impact of them.
- Serves as acting City Manager responsible for City operations in the absence of the City Manager.

OTHER JOB FUNCTIONS:

- Performs other duties and responsibilities as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment but travel to meetings may be required.

KNOWLEDGE, SKILLS & ABILITIES:

The minimum amount of knowledge, skill, and ability necessary to competently perform the essential functions of the position.

Knowledge of:

- Principles, procedures and techniques of municipal organization and administrative operations.
- Principles and practices of a wide variety of line and staff municipal functions.
- City fiscal and budgetary processes.
- Current City issues, internal and/or external.

Ability to:

- Conduct/supervise management and administrative analytical studies and prepare policy recommendations for action.

- Communicate clearly, tactfully and persuasively, produce effective written reports/letters/other formal communications.
- Establish effective working relationships and public relations credibility.

EDUCATION & EXPERIENCE:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

- Bachelor's degree in Public Administration or closely related field.
- Eight to ten (8-10) years of progressively responsible professional management work experience.
- 3-5 successful years serving in a senior management role at a municipality providing comparable services in terms of scale and scope.
- Master's degree in Public Administration or a related field, desirable.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee. Subject to change based on operational needs.

- Valid Washington State driver license