

BROOMFIELD JOB DESCRIPTION

Broomfield, Colorado

DEPUTY CITY & COUNTY MANAGER

GENERAL DESCRIPTION OF WORK: Performs highly responsible professional and administrative work in City and County management. Provides assistance to the City and County Manager in planning, managing, overseeing, and directing City and County operations and services to meet City Council goals and objectives. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services. Provide holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities.

EXAMPLE OF DUTIES/ESSENTIAL REQUIRED TASKS: (Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City and County of Broomfield retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.)

Assists the City and County Manager in the overall operation of the City and County. Manages, plans, and coordinates major projects; administers and directs City Council support, legislation, organizational development, and intergovernmental activities and negotiations; resolves complex internal problems. Works directly with City Council to resolve concerns of Council members or citizens. Works with lobbyists and Council to advance Broomfield's position in the national and international arena. Provides direction to the Broomfield Economic Development Council to promote commercial and retail development in Broomfield.

Develops and implements rules, regulations, goals, objectives, policies, and procedures to advance the City and County's mission, goals, and objectives. Serves as a member of the City and County's Management team; identifies and develops courses of action to respond to a wide variety of organizational needs. Directs staff in conducting extensive research on public policy topics. Oversees the preparation of reports and recommendations to Council.

Confers with, directs and evaluates department heads on matters of staffing, organization, budgeting, and other matters of administration. Assists in the preparation of the City and County's annual budget and five year capital improvements program. Supervises, participates in, or conducts the collection, examination, analysis, and compilation of a wide range of reports and studies. Analyzes departmental organization and operating practices and directs improvements where warranted. Assists in the administration of the City and County's Personnel Merit System.

Meets and confers with community groups and individuals to explain various City and County programs, functions, policies, and procedures. Plans and coordinates participation by the City and County in federally funded and/or state funded programs. Assists in the review of planning and zoning matters, including annexations, rezoning, PUD plans, subdivisions, commercial and industrial developments.

Establishes and maintains effective working relationships with other governmental entities and officials. Represents the City and County in policy-making capacity with staff and outside organizations; reports the City and County's positions on issues, and develops joint efforts on projects/issues when appropriate.

Conducts special management projects as assigned. Assists the City and County Manager and staff in preparing and coordinating agendas and reports for regular and special City Council meetings. Acts for the City and County Manager when required.

Works with the City and County Manager on major issues and projects having political significance or high sensitivity in the community. Monitors proposed state and federal legislation and prepared legislative impact reports for the City and County Manager's consideration. Ensures that the decisions of City Council at meetings are disseminated to the appropriate City and County employees or operations.

Operates office equipment as required including a personal computer and applicable software. Operates a motor vehicle in order to attend offsite meetings and travel to various sites within and outside Broomfield. Evaluates service costs and makes related recommendations. Identifies and recommends improvements in divisional and departmental operations to ensure assigned functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related duties as required.

PERFORMANCE INDICATORS: (Identifies specific job performance requirements to measure performance criteria for job evaluations.)

The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is evaluated in the following areas:

Adherence to the Mission Statement and Guiding Values	Job Knowledge/Technical Expertise
Quantity and Quality of Work	
Results-oriented Lead courageously Focus on customers Drive for results Ensure execution	Thinking Factors Use insightful judgment Think strategically Apply financial acumen Innovate Display global perspective
Interpersonal Factors Build relationships Build talent Promote collaboration Engage and inspire Influence others	Personal Inspire trust Adapt and learn

A review of the incumbent's performance on the above performance indicators will be conducted on a periodic basis as determined by the supervisor. The supervisor evaluates the incumbent's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

INDEPENDENCE OF ACTION: The Deputy City and County Manager works under the specific direction of the City and County Manager in cooperation with City and County departments and City Council. Work is performed with broad latitude for independent judgment and action.

PERSONNEL MANAGEMENT RESPONSIBILITY: May supervise employees at all levels depending on job assignment, primarily in the delegation of tasks. Reviews and evaluates the job performance of the Assistant City and County Managers and the Department Heads.

WORKING RELATIONSHIPS: Relationships are typically with the City and County Manager, City Council, Assistant City and County Managers, department heads, and division heads in coordinating projects and assignments. However, contact with employees at all levels, the public, special agencies, and public jurisdictions occur on a frequent basis.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is moderate. Work is generally scheduled Monday through Friday including some evening and weekend hours. Position requires attendance at regular and special City Council meetings and meetings at a variety of City and County Boards and Commissions as required by the City and County Manager. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk or hear, walk and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, stand, climb or balance, stoop, kneel, crouch, or crawl. Physical demands are described as sedentary (exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time). Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NECESSARY APPLICANT TRAITS:

Knowledge - Broad knowledge of the theories, principles, and practices of organization, management, and budgeting. Considerable knowledge of the principles and practices of public administration. Working knowledge of research methods and procedures. Broad knowledge of principles and practices of fiscal administration. Knowledge of federal and state legislative processes. Knowledge of federal, state and local laws, statutes, ordinances, rules, and regulations pertaining to local government operations. Knowledge of the policies, procedures and goals of the City and County. Knowledge of the City and County organization including the personnel, programs, functions, and services of City and County departments and divisions. Knowledge of the general principles and practices of public administration including personnel management and supervision, organizational development and budgeting. Knowledge of the principles and practices of performing research projects.

Skills - Skill in managing, planning and coordinating major projects to achieve the City and County's missions, goals, and objectives. Skill in developing, implementing and evaluating policies and procedures. Skill in applying appropriate public relations skills in various situations and circumstances and in facilitating change. Skill in the operation of a motor vehicle.

Abilities - Ability to evaluate complex circumstances and to formulate effective plans and procedures; prepare reports and to present facts clearly and concisely, orally and in writing; explain and interpret City and County ordinances, resolutions, rules, regulations, and policies; plan, organize, coordinate, and evaluate various City and County administrative functions; establish and maintain effective working relationships with employees, City and County officials, and the public; properly handle major programs and projects having political significance or high sensitivity in the community; serve effectively as a member of a senior management team; motivate, lead, supervise and train employees; develop and monitor budgets; respond with tact, composure, and courtesy when dealing with difficult situations; listen well and communicate clearly in English orally and in writing with various audiences; interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws; analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues; establish and maintain effective working relationships with City and County management, elected officials, board and commission members, employees, other agencies and community members; evaluate resources and personnel needs; identify, analyze, and address problems and trends in a timely, efficient, and equitable manner; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; employ and enforce safety practices and procedures; and coordinate, analyze and utilize a variety of reports and records.

QUALIFICATION REQUIREMENTS:

Training - Bachelor's degree in public administration or related field from an accredited college or university. Master's degree preferred.

Experience - Six years management experience in municipal government including two years of supervisory experience.

OR

Any equivalent combination of training and experience that provides evidence the applicant possesses the Necessary Applicant Traits.

NECESSARY SPECIAL REQUIREMENTS: - Must possess and maintain a valid driver's license and a safe driving record for continued employment. Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks including local police check and sex-offender check, driving record check through DMV, and fingerprint checks through CBI/FBI.

Broomfield Human Resources