DEPUTY CITY MANAGER
City of Tacoma

Overview:

The Deputy City Manager assists the City Manager in the day-to-day and strategic operations of the City. This position is also responsible for oversight and leadership of key departments and functions across the City and serves as the City Manager in their absence.

Responsibilities:

- Consults with and advises the City Manager on management of administrative matters, as well as community and program needs.
- Holds delegated administrative authority including review and approval of contracts, purchases, leave authorizations and other documents.
- Leads execution of complex policies and programs set by Council to fulfill the goals and objectives of the organization.
- Leads the formulation and execution of administrative policies.
- Works closely with the City Manager and City Council in preparing and presenting programs and policies to support decision-making and policy direction.
- Actively participates in the development of the City's strategic plan, budget and strategies to achieve goals and advance the organization to support and meet the needs of the residents and customers, both internally and externally.
- Leads, guides, and/or directs City staff in key initiatives, special projects, new programs, and complex policy development.
- Provides oversight and leadership of a diverse portfolio of City departments and functions.
- Supervises department/division directors and assigned staff, provides general direction to the programs and activities of assigned departments and offices, including establishing goals, objectives, performance targets, budgets, resource allocations and expenditures for assigned departments.
- Completes appropriate personnel actions for direct reports.
- Provides coordination between areas of responsibility and other City departments to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Serves as key representative of City Manager's Office in the community.
- Develops and sustains relationships with community leaders, businesses/industries and government partners.
- Meets and confers with residents and business interests to remedy problems and discuss City policies and procedures; responds to and resolves sensitive inquiries and complaints from both internal and external sources.

- Represents the City Manager's Office on City-wide committees, task forces, committees and boards.
- Guides budget development, adjustments, and monitoring.
- Assists in guiding the City-wide allocation of funds, review of financial reports, assist in budget development recommendations, presentations, and communications (both internally and externally).
- Oversee and monitor the City Manager's Office budget and allocation of resource.
- Oversees City Council meeting preparation, participation, and attendance.
- Ensures Council agenda readiness including coordination with Council committee process, review and feedback on staff presentations, and advance briefings to Council as necessary.
- Makes presentations to Council on high profile or cross-departmental topics, coordinates follow up.
- Serves as the City's second ranking administrative officer (after the City Manager) and serves as Acting City Manager in the Manager's absence.
- Perform other duties as assigned.

Desired Qualifications:

- An equivalent combination to: a bachelor's degree in public or business administration or related field and four years increasingly responsible administrative and supervisory experience in the public sector, including public relations activities.
- Increasingly responsible experience in the management and administration of municipal government operations including experience supervising executive-level staff.
- Leadership experience covering a broad range of municipal functions such as: public safety, community and economic development, budget and finance, public works and environmental services, legal and human resources, information technology, etc.
- Previous experience at the City Manager, Deputy City Manager, or Assistant City Manager levels or equivalent is desirable.