## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Deputy City Manager</th>
<th>Civil Service: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>City Manager</td>
<td>Bargaining Unit: Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>City Manager</td>
<td>Pay Grade: NB Payscale</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
<td>Overtime Status: Salary</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>11/2017</td>
<td>FLSA Status: Exempt</td>
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</tbody>
</table>

## JOB SUMMARY

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

Works under direction of the City Manager. Provides executive level management support for all City Directors including policy formation, operational review of municipal departments, and related City management issues. Participates in management team for internal operating policies of the City. Coordinates special projects/initiatives as assigned. Extensive leeway is granted for the exercise of independent judgment and initiative.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

*List essential job functions that comprise the job: describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Serves as a member of the city’s management team.
- Services as a project leader for organizational projects, reviews various issues, special events, and other projects as assigned.
- Provides assistance to Department heads as needed.
- Provides administrative support to the City Manager in policy formation, operational review of municipal departments, budgetary decisions, and related City management issues;
- Provides effective, professional leadership, positioning the Department to meet the community’s current and future needs through appropriate technologies and services;
- Communicates City goals with continued open communication to all departments;
- Provides focus on staff development and, with coordination from Human Resources, identifies areas for new training and skillset;
- Oversees the strategic planning within the each department;
- Reviews short and long-range capital improvement projects to meet the needs of customers;
- Develops recommendations and provides official City cooperation for expanding and enhancing City economic development programs in collaboration with other City, State, Federal and private-sector officials;
- Coordinates city-initiated redevelopment efforts;
- Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City’s response to grant applications;
- Serves as City representative to federal, state and local regulatory and financing agencies;
- Researches, analyzes and proposes new local, state and federal legislation;
- Serves as the liaison to other development-oriented organizations and agencies;
- Develops and delivers presentations and attends meetings;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;
- Performs related work as required.

## REQUIRED KNOWLEDGE AND SKILLS

*List key dimensions (measurements for success) for this position:*

- Extensive knowledge of local, State, Federal and private economic development funding sources, including venture capital sources and processes, including tax increment financing;
• Extensive knowledge of effective economic and industrial development marketing operations;
• Comprehensive knowledge of project management concepts;
• Comprehensive knowledge of municipal budgeting practices and procedures;
• Thorough knowledge of the legislative process involved in local governments;
• Extensive knowledge of public management and current practices in local state and federal government;
• Extensive knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;
• Comprehensive knowledge of politics and protocols of local government;
• Comprehensive knowledge of the basic laws, ordinances and regulations underlying City Government;
• Proven ability to lead people and initiatives to achieve specific goals;
• Proven ability to collaborate and build consensus within various stakeholder groups;
• Ability to develop a team workplace environment to maximize the contributions of all employees and develop the strengths of all team members;
• Ability to effectively delegate and hold people accountable for results;
• Ability to be a strong mediator and facilitator;
• Ability to make effective decisions by thinking conceptually, evaluating complex issues, observing and evaluation trends and drawing logical and realistic conclusions;
• Ability to possess a highly professional approach to problem solving with a strong service ethic;
• Ability to develop and communicate clear goals, ideas, and objectives utilizing effective oral and written presentation skills;
• Ability to quickly learn and implement new skills and knowledge related to best management practices, technology improvements, and organizational improvements;
• Ability to successfully express complex processes and concepts to a variety of audiences using a variety of communication modes;
• Ability to prepare accurate and reliable reports;
• Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
• Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
• Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
• Ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Requires the following with or without reasonable accommodation:
  - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
  - Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
  - Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
  - Sufficient personal mobility, which permits the employee to visit various workstations in the City and attend a wide variety of meetings within the City and out of the area.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from an accredited college with a Bachelor’s degree in Public or Business Administration or closely related field. Master’s degree in Public Administration preferable.
- Extensive governmental experience in various aspects of municipal operations, at the department or city manager’s office level; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
## WORKING CONDITIONS

*List working conditions for this position:*

- Works in an office environment
- Works a standard workweek, must attend council work sessions and meetings outside of the standard workweek.
- May be required to work some overtime upon demand of workload

## REQUIRED BACKGROUND CHECKS

*List working conditions for this position:*

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical