

## **CITY OF SALINAS**

### **DEPUTY CITY MANAGER**

#### **BARGAINING UNIT/CLASS CODE:**

**DEPT. DIR. / B13**

#### **DEFINITION**

To perform responsible management analysis and administrative coordination work for the City Manager in all areas of City management; and to direct and supervise the operation of the City, City Departments, and Divisions as assigned by the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager. Exercises direct and indirect supervision of management, professional, technical and clerical positions.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Develop and assist in the development and implementation of goals, objectives, policies and priorities. Perform comprehensive management analyses in all areas of City administration; undertake special assignments at the request of the City Manager. Plan, administer, and direct the operations of City services, departments and divisions as assigned by the City Manager. Conduct studies, surveys, and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager. Assume responsibility for the preparation and administration departmental level budget to include all appropriate divisions; assist in the development of the City's annual operation and capital improvement budgets. Assist City Manager in coordinating and administering municipal and interdepartmental operations; may serve as the City Manager's representative. Prepare written and oral reports for the City Council; under direction of the City Manager work directly with members of the City Council and other elected or public officials. Analyze, interpret and explain City policies and procedures. Represent the City before the City Council and other levels of government, community, outside agencies, and at professional meetings as required. Serve on local and regional committees/task forces on behalf of the City and/or City Manager. Respond to citizen complaints and requests for information; confer with the public to explain policies and procedures. Coordinate activities of the City Manager's office with city departments and divisions, and with outside agencies. Prepare materials for the City Council agenda; oversee agenda preparation; assist City Manager in coordination of City Council meetings. Administer the City's Equal Employment Opportunity Plan; serve as staff support to the Equal Employment Opportunity Commission. Supervise, train and evaluate staff. Serve as City Manager as necessary. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS  
DEPUTY CITY MANAGER (continued)**

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and techniques of public administration. Principles and practices of organization, management, and supervision. Principles, methods, practices of municipal finance, budgeting processes, and personnel. Advanced research techniques, methods and procedures. Applicable Federal, State and local laws, rules, and regulations pertaining to local government operations.

**Ability to:**

Make effective public presentations. Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations. Coordinate numerous administrative and staff functions effectively. Communicate clearly and concisely, orally and in writing. Properly interpret and make decisions in accordance with laws, regulations, and policies. Plan, organize and successfully implement complex projects and assignments. Prepare complete and accurate reports. Establish and maintain effective working relationships with City staff, the public, the media and other business and governmental agencies. Manage, supervise, train and evaluate assigned personnel. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities requires to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration or a closely related field, plus five years of increasingly responsible supervisory and administrative experience in municipal government. A Master's Degree is desirable.

Reviewed \_\_\_\_\_  
City Manager

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 6-03, REV: 2-07**