

EXHIBIT "B"



CLASS SPECIFICATION

CLASS TITLE: DEPUTY CITY MANAGER

DEFINITION:

Under general direction, provides the highest level management, administrative, and research support to the City Manager; may have line programmatic responsibilities over specific City administrative or support areas; administers specific program areas; conducts or directs organization, management, and general studies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Deputy City Manager is a single level position that functions as a staff member in such executive, managerial, and administrative support capabilities as the City Manager deems necessary. This position works with a high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, other governmental agencies, and the public.

This class differs from the Assistant City Manager in that it does not assume the Acting City Manager role in the City Manager's absence.

Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects, as assigned. Receives direction from the City Manager or Assistant City Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Confers with the City Manager in supervising and coordinating a variety of management and administrative support activities; participates in the review of issues facing the City and the development and implementation of programs and projects; assists in monitoring developments related to City management matters; reviews and interprets new and proposed legislation; assists in determining the impacts on operations and programs of the organization.
- Initiates and conducts analytical studies, surveys and research of City policies and procedures, program services, organizational structure, difficult administrative and operational matters, and community issues and problems that require the analysis of an issue and formulation of recommendations and alternatives and preparation of reports to the City Manager. Assists departments in the review, evaluation and reporting of special problems or issues, as assigned.
- Assists in the preparation and review of the City budget and analysis of departmental requests, long range financial plan, and strategic planning; may perform selected organizational studies and program activities for presentation to the City Council.
- Makes oral presentations to department managers, Council, community organizations and other governmental agencies on various issues and topics.
- Manages and administers special projects for the City Manager's office as assigned.

- May perform selected administrative studies, organizational and program analysis; reviews and prepares responses to various State and Federal agencies for a variety of support tasks and may administer specific program areas and local, state, and federal grant programs.
- Serves as liaison and may represent the City Manager's Office at various meetings of community organizations, boards, commissions, and governmental agencies; attends meetings of the City Council and other organizations and agencies, as required; makes presentations to the department managers, as well as City Council, community organizations and other agencies on various issues and topics, as requested.
- Assists City Manager in monitoring developments related to City management matters; evaluates their impact upon City operations and recommends policy and procedural improvements; may administer specific grant and program areas, as assigned.
- Provides effective direction, oversight and participation to assigned work projects, programs, and departments; reviews and evaluates work products, methods, and procedures.
- Responds and addresses a variety of citizen complaints and concerns and explains City policies, procedures and services to the public.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Complex public policy issues and intergovernmental relations;
- The principles and practices of local government administration and organizational analysis;
- Methods of performing research, report writing, financial management, public relations, customer service, management analysis;
- Statistical and work measurements and standards;
- Report presentation;
- Supervisory and management methods, trainings and techniques;
- Applicable Federal, State, and local laws, rules and policies regarding local government.

Ability to:

- Conduct analytical management, and operational studies, evaluating alternatives, and making effective recommendations;
- Write clear and concise reports, memoranda, directives and letters;
- Develop comprehensive plans of action from general instructions;
- Gather, interpret, analyze, evaluate and present a variety of data;
- Properly interpret and make decisions in accordance with laws, rules and policies;
- Interact effectively with all levels of City staff, Council, and public using tact and discretion;
- Meet the public and to discuss problems and complaints tactfully, courteously, and effectively;
- Exercise sound judgement and sensitivity in response to high level and potentially confidential matters;
- Establish and maintain effective working relationships with managers and City employees;
- Plan, supervise, review, and evaluate the work of staff;
- Operate personal computer and applicable software programs.

Education/Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the required knowledge and abilities would be:

Five years of experience in public administration, which includes municipal management and administrative analysis. Three years of supervisory experience is desired.

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree or continuing graduate work in administration and management is desired.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Employment Type: Full-Time Classified

Bargaining Unit: AMPX

FLSA Status: Exempt

Established: Month XX, 20XX

Amended: TBD