



DEPUTY CITY MANAGER

Definition:

Under general supervision of the City Manager, performs a wide variety of administrative and public information tasks in coordination with multiple City departments and outside public agencies.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates various community special events and assists the City Council, departments and community groups with special projects and programs.
2. Prepares and submits grant applications, funding requests, and reports for grants administered by various departments.
3. Works with the City Manager, the Assistant City Manager, and department heads in planning, organizing, coordinating, and implementing programs affecting assigned areas of responsibility.
4. Briefs the City Manager on issues of concern in the departments and functions in assigned area of responsibility to assure proper action.
5. Meets and corresponds with various citizen, professional, business, non-profit, and other groups to answer questions and secure their help in carrying out various programs.
6. Coordinates and supervises all aspects of Duarte's Promise, an Alliance for Youth AmeriCorps effort.
7. Reviews results of studies and coordinates the preparation of reports and recommendations for City Council.
8. Researches attitudes, opinions, and perceptions of selected internal and external groups as directed by the City Manager and reports that information to City Manager.
9. Attends Council meetings and makes reports concerning activities for which responsible as requested by the City Manager.
10. Confers with officials of the city, county, state, and federal agencies regarding plans and priorities for existing and planned programs, legislation, and grants.
11. Researches and analyzes legislation and assists in the design and development of programs.
12. Oversees website development and maintenance.
13. Prepares reports and agenda materials for City Council and the community.
14. Keeps the community and Council informed of relevant and timely city information through a variety of forms of communication including creating and writing press releases, articles, brochures, posters, direct mail pieces, planning news conferences, attending conferences and other community events.

15. Handle public communication as the City Public Information Officer under the direction of the Public Safety Services Director in the event of both natural disasters and/or public health emergencies.
16. Develops City print communications such as advertisements, newsletters, press releases, and media alerts.
17. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of public administration and municipal government.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Public administrative research methods, techniques and report presentation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Perform a broad range of supervisory responsibilities.
- Understand City programs and resources available to resolve municipal problems.
- Communicate with customers, clients, and the public in face-to-face, one on one and groups meetings and over the phone.
- Organize and coordinate the efforts of several city departments and functions with other governmental or private agencies to accomplish program goals and objectives.
- Analyze a variety of administrative, operational, and social programs and make sound recommendations for solutions.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret, create, and apply department policy.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information on a variety of programs and services.
- Maintain relevant program records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, communication or a related field, and five years of progressively responsible relevant experience, including two years of supervisory experience. Master's degree desirable. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.