

DEPUTY CITY MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Deputy City Manager performs managerial work involved in planning and directing activities that may include: assigned departments, governmental relations, high-level special projects, and/or other City initiatives as assigned by the City Manager or Assistant City Manager. Responsibilities include: oversight of projects, programs or City initiatives involving a variety of complex and sensitive assessments of City operations and management; briefing elected officials, City Manager, Assistant City Managers, and senior management on complex municipal and community issues; and researching and developing recommendations on Citywide issues, pending legislation and other administrative issues. This class performs related duties and functions as delegated, assigned, or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this class may be required to attend meetings of the City Council and Council committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. Work is performed under the general direction of the City Manager and is reviewed through the evaluation of conferences, meetings, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. A minimum of 10 years of progressively-responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in one or more of the functions within area managed is preferred based on assignment. A Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Advises the City Manager on operational matters through oral and written reports. Communicates with management consultants, other City employees, Assistant City Managers, Department Directors, City management, City Council, the Mayor, and other public officials, in order to provide assistance to the Mayor, City Council, City Manager, and Assistant City Managers; responds to

inquiries; discusses City programs and projects; presents reports, conducts research, and provides information and recommendations. Makes effective oral presentations to all levels of employees, Assistant City Managers, elected officials, City management, government organizations, and the general public on government issues and related areas. Reviews and approves City Council communications prepared by areas of responsibility. Provides information on matters relating to the department. Discusses policies and procedures and presents recommendations to the City Council. Prepares correspondence, reports, agreements, data analysis, policies and procedures, etc. Communicates policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports and reports for City management.

Manual/Physical: Attends neighborhood/community meetings of the City Council, Council Committees, Maricopa Association of Governments (MAG), Subcommittees, the Arizona League of Cities and Towns, Arizona Department of Transportation (ADOT), legislative sessions; and neighboring jurisdictions and other government entities in order to represent the City of Mesa. Operates a personal computer to create reports, correspondence, analyze data, and make PowerPoint presentations. Prepares and updates schedules, graphs, and project status charts to display and summarize information for management review and presentation. Reviews work product to ensure compliance with standard operating procedures, Arizona revised statutes, insurance policies, City policies, etc.

Mental: Plans, organizes, and directs the functions of assigned areas. Develops and implements policies and procedures applicable to administrative functions. Directs the work of management and professional-level personnel. Provides policy guidance to assigned areas. Reviews the general operations of assigned areas to determine their efficiency and provide direction on major projects or problem areas. Serves as a policy advisor to the City Manager's Office, Mayor and Council, and Department Directors. Oversees the preparation of the administrative budget and strategic plan, and reviews and approves the subordinate budgets and strategic plans. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Develops and implements policies and procedures applicable to administrative functions. Reviews general operations to determine efficiency and provides direction on major projects or problem areas. Coordinates work activities, program functions, and other tasks with other City departments, cities, federal and state agencies, MAG, and Arizona League of Cities and Towns. Analyzes data (example: division reports, City Council reports, budgets, etc.) in order to make well-informed recommendations regarding the department. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Comprehends and makes inferences from written material such as policy statements, external and internal communication materials, reports, surveys, and data summaries to make recommendations concerning various issues. Learns job-related material regarding new legislation, administrative procedures, and operations methods and practices affecting areas of assignment.

Knowledge and Abilities:

Knowledge of:

the principles and practices of effective administration planning, organizing, and directing comprehensive administrative and management services;
principles, practices, and methods of citizen involvement techniques, and effective employee and citizen communications;

governmental organization and public administration theories, principles, and practices, including personnel management and budget administration;
laws, ordinances, and other requirements governing contractual agreements related to management administration;
legislation, court decisions, administrative rulings, and other matters as related to government relations and associated activities;
the principles and methods of budget preparation and monitoring;
the principles and practices of employee supervision, development, training, and evaluation; and
other City departments and divisions, as their operations relate to those of the areas of assignment.

Ability to:

effectively direct several functional areas;
supervise, train, evaluate and coordinate the activities of assigned staff;
resolve complex problems within the area of assignments;
make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;
conduct a continuous review and analysis of proposed and existing legislation and regulations, both federal and state, for possible application to the City;
analyze issues and make recommendations to City management;
manage multiple projects with competing deadlines;
exercise sound independent judgment;
solve multi-faceted problems;
handle highly stressful situations with confidence;
research and develop solutions to complex administrative problems;
interpret federal, state, and City ordinances, rules, and regulations;
make oral and written presentations on administrative challenges in a concise and effective manner;
work diplomatically amongst people with divergent opinions;
listen and communicate effectively with a diverse group of people;
attend or conduct various meetings as needed;
represent the Mayor, City Council, and the City Manager at various meetings; and
establish and maintain effective relationships with other City departments, subordinate staff, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-O/A

JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E14

IND-9410

SWORN-No