

CITY OF REDWOOD CITY DEPUTY CITY MANAGER

DISTINGUISHING CHARACTERISTICS

This is a professional level at will position who acts as the primary staff assistant to the City Manager; identifies, analyzes, proposes and implements solutions to operational problems and staff and budgetary issues; prepares reports and studies as requested by the City Manager; works with departments to analyze and revise operating procedures; coordinates interdepartmental, inter-governmental and civic activities; directs special projects, supervises City Manager office staff and acts on behalf of the City Manager in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager

Responsibilities include direct supervision of Communications Director and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Assist City Manager with the operational management of the City.
2. Works closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives. Assists and participates in the development and implementation of related goals, objectives and policies.
3. Conducts studies, surveys and collects information on complicated operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by City Manager.
4. Directs the selection, supervision, discipline and the work evaluation of departmental personnel. Prepares work schedules and assigns personnel as workloads dictate and schedules overtime as necessary.
5. Serves as acting City Manager as assigned.
6. Serves on the budget team, establishes internal procedures for budget preparation, budget calendar, presentation to Council and others, and provides guidance for the development of the budget document.
7. Attends City Council meetings as appropriate, and provides staff assistance to the City Council in absence of the City Manager and/or as assigned.
8. Prepares and conducts presentations to the City Council and other Boards and Commissions as needed.

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9. Coordinates the Public Information efforts of the City.
10. Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
11. Handles inter-governmental and public/private relations as assigned.
12. Develops specific proposals for action on current and future City needs.
13. Directs the preparation and administration of the annual budget for the department.
14. Serve as a member of various City and/or County committees.
15. Represents the City and works closely with citizen boards, commissions, and public and private officials to provide professional assistance and analysis.
16. Manages interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations.
17. Performs important and difficult public liaison work and public outreach initiatives with considerable citizen involvement.
18. Develops methods to evaluate and measure organizational effectiveness.
19. Negotiates with third-party vendors on behalf of the City and ensures compliance with contract terms.
20. Responds to and addresses a variety of citizen inquiries, concerns and complaints and explains City policies, procedures and services to the public.
21. Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, theories and techniques of Community Building and Civic Engagement.

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Principles, practices and techniques of public administration, including the operations and functions of a municipal government.

Administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and supervision.

Applicable State and federal laws and regulations.

Public finance and policy development principles.

Techniques of management, budget and/or operations analysis.

Skills in:

Facilitating, convening community groups.

Interacting effectively with the public and/or representatives of business, industry and other governmental agencies.

Eliciting the cooperation of others and negotiating compromise solutions to complex problems.

Analyzing problems and proposing solutions.

Planning, coordinating and directing work and activities of subordinate personnel.

Working both independently and as a part of an operations team.

Interpreting and implementing Federal, State and local regulations and procedures.

Ensuring the City's values are carried out throughout the organization.

Ability to:

Establish and maintain effective working relationships.

Communicate effectively in orally and in writing.

Analyze complex budgetary, management or operational problems and propose solutions.

Devise effective and efficient operating methods or procedures.

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Make sound decisions in a manner consistent with essential job functions.

EXPERIENCE and TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six to eight years of progressively more responsible and varied experience in public management with at least four years supervisory experience of professional, technical and administrative staff; municipal management experience preferred.

Training:

Bachelor's Degree from an accredited college or university in Public or Business Administration or a related field. Master's Degree and extensive experience working with the public is highly desirable.

License or Certificate:

Possession of or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Successful completion of an extensive background investigation is required prior to appointment.

Work Environment:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit for long periods of time, with prolonged exposure to a computer screen and extensive public contact.

**Executive Classification
Effective: March, 2007**