

Title: Deputy City Manager
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: City Manager – City Hall

Class Code: 1004
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is highly responsible administrative work assisting the City Manager in the performance of managerial duties. An employee in this classification is responsible for relieving the City Manager of a wide variety of administrative duties. The basic function of the work is to provide leadership and direction to certain City departments. The incumbent may act for, or represent, the City Manager at City Commission Meetings, committee meetings, civic gatherings, or other official functions. Instructions received on matters of policy and new assignments usually consist only of statements of desired objectives. Work is subject to review and direction of the City Manager through discussions, goal setting and performance reviews, or analysis of recommendations and reports.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the operation of all or some of the city departments.
2. Participates in preparing the annual City Budget and in budget control activities.
3. Responds to complaints, inquiries, and service requests from the public.
4. Accompanies the City Manager to meetings as necessary and performs required follow-up on decisions reached.
5. Confers with department heads to convey information concerning established policies and practices and to gather information required as a basis for action by the City Manager.
6. Handles routine correspondence received by the City Manager and Mayor; prepares a variety of documents and reports; attends a variety of meetings.

ADDITIONAL RESPONSIBILITIES:

1. For management development and succession planning purposes, the Assistant may be asked to perform the duties of the other Assistant City Manager on a rotational basis, with no adjustments in compensation.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the functions, principles, practices and techniques of public administration.
2. Thorough knowledge of the principles and practices of management.
3. Thorough knowledge of public finance and governmental budgeting.
4. Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations as to their solution.
5. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
6. Ability to express ideas effectively in written or oral form, and to prepare clear and concise reports.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university, with specialization in municipal management or public administration. Masters Degree in public administration preferred.
2. Five (5) years of progressively responsible administrative experience in municipal administration.
3. A combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.