



JOB DESCRIPTION

Deputy City Administrator

Date Prepared: March 2014

Class Code: 1015

SUMMARY: Under limited supervision, administers, advises, and manages City departments, programs, and special projects, as assigned by the City Administrator; manages strategic planning, policy development, public relations, priorities, and departmental and inter-department operations.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- On a day-to-day basis, relieves the City Administrator of routine administrative tasks.
- Manages and evaluates City operations and programs, as assigned by the City Administrator; directly manages assigned programs and special projects.
- Investigates and evaluates departmental and inter-department operational issues, and develops solutions to complex problems in consultation with the City Administrator, executive staff, and department heads.
- Assist the City Administrator in developing long and short-range plans, goals, and policy recommendations; exercises independent judgment within broad policy guidelines; encourages new ideas, interactive dialogue, and collaborative approaches to solving problems.
- Meets regularly with City management staff to discuss and resolve assignments, priorities, workload, staffing, budgets, technical issues, quality standards, and services; motivates and evaluates staff, and provides leadership, direction, and guidance in operational plans and priorities; assures all operational activities are in compliance with City policies and procedures, and state and federal regulations.
- Monitors City operations, analyzes operational information, evaluates trends, and develops plans to meet City goals and future needs; presents status reports to City Council, and assures effective communication of operational and technical issues; assures all operational, legal, technical, and financial issues are properly addressed and resolved.
- Manages public relations and official communications.
- Attends and coordinates City Council meetings and work sessions, and researches issues for the City Administrator, Mayor, and City Council; assures effective communication of major project and policy issues.
- Develops and presents status and summary reports; reviews and approves City staff reports,
- Attends and coordinates internal and external stakeholder meetings; manages public information and community relations activities; meets with City committees, commissions, and residents to discuss and resolve issues; coordinates projects and regional issues with local officials, agencies, community organizations, and advocates.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Finance, Business, Public Administration or related field; AND five years of experience managing government programs.

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and regulations governing municipalities, and City rules and ordinances.
- Duties, powers, authorities, and limitations of a City Administrator.
- Principles and practices of local government administrative management, including personnel rules, procurement, finance, budgeting, contract and risk management, performance management, and evaluation of public sector programs, policies, and operations.
- Strategic planning techniques for the economic, financial, and environmental needs of the City.
- Legal, ethical, and professional rules of conduct for municipal government officers.
- Current political and economic trends in state and federal government.
- Techniques and practices for efficient and cost effective management of resources.
- Business computers, and standard and specialized software applications.

Skill in:

- Analyzing complex administrative and operational issues, interpreting laws and regulations, evaluating alternatives, and developing recommendations, strategies, and operational improvements.
- Analyzing City needs, and prioritizing and promoting operational strategies to meet future needs.
- Preparing, tracking, and administering budgets.
- Interpreting and applying municipal policies and procedures.
- Presenting and defending operational reports and information in public meetings.
- Analyzing problems, resolving disputes and conflicts, and developing effective solutions.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, community groups, advocates, and representatives from other local, state, and federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.