

## CITY OF HEMET

Class Code: 2108  
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Date Adopted: 01/08/2008  
Date Last Revised: New Class

### DEPUTY CITY MANAGER

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

Under administrative direction of the City Manager, the Deputy City Manager will coordinate daily interdepartmental activities; identify, analyze, and recommend to the City Manager solutions for operational effectiveness, staff and budgetary issues; responsible for Legislative Affairs and Public Information; responsible for supervising City departments as directed by the City Manager; monitors citywide projects; and serves as Acting City Manager.

#### CLASS CHARACTERISTICS

This position is responsible to the City Manager and is responsible for Legislative Affairs and for acting as the Public Information Officer. This position supervises City departments as directed by the City Manager. This supervision involves ensuring that citywide policies and procedures are followed, and that department activities are coordinated with City goals and objectives. Directly supervises and evaluates select department heads.

#### ESSENTIAL FUNCTIONS

*Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:*

Coordinates daily interdepartmental activities, including follow-up on special City Council projects and /or assignments to assure timely response or completion.

Assigned to review procedures on a Citywide basis, recommending revisions or new procedures to promote efficient, effective and consistent delivery of services.

Responsible for the City's Legislative Affairs and for acting as the Public Information Officer.

Participate with public and civic groups and follow up on complaints.

Responds to citizen complaints and requests for information.

Conducts studies, surveys and collects information on complex operational and administrative issues, analyzes findings and prepares reports for review by the City Manager.

Responsible for operating departments as required.

Responsible for assigned operating departments' achievement of City goals and objectives.

Supervise, train, and evaluate staff.

Serves as Acting City Manager.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of municipal organization and administration; principles, practices, procedures, techniques, laws, and regulations pertaining to economic development and capital projects; principles and practices of effective leadership, organization management, and supervision; federal, state, and local laws, rules, and regulations which pertain to local government operations.

Skill in program development, implementation, evaluation, and progress reporting; assessing objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department; managing special projects, activities, and programs; understanding and applying complex regulations, procedures, and guidelines.

Ability to manage and delegate; handle effectively multiple projects and priorities; prepare and present oral presentations to the City Manager, City Council, commissions, and other public or private community groups; handle competing demands and promote quality customer service and team building; communicate effectively both orally and in writing; establish and maintain effective working relationships with City officials, employees, and the public.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree from an accredited university or college in public administration, business administration or a closely related field and five (5) years increasingly responsible professional municipal administration. A master's degree from an accredited university or college in public administration, business administration or a closely related field is desirable.

### **CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid and appropriate California Driver's License and maintain a satisfactory driving record.