DEPUTY TO THE CITY MANAGER

DEFINITION
Under the direction of the City Manager, the Deputy to the City Manager serves as the primary point of contact for internal and external constituencies on all matters pertaining to the City Administrative Office.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

ESSENTIAL JOB DUTIES

- Works with City Manager with achieving operational goals and objectives through the coordination and/or supervision of department staff.
- Assists with City Council meeting activities by preparing meeting materials and handouts, attending meetings, taking minutes and proofing, formatting and filing agendas items.
- Research and answers inquiries from city officials regarding ordinances, resolutions, staff agenda reports and status of City Council communications.
- Prepares and coordinates specials projects/reports and approves reports;
- Drafts, edits, proofs and reviews press releases, newsletters and reports for the Administration Department:
- Assists City Manager with developing policies, conducting research, tracking projects, preparing related summaries and achieving operational goals and objectives
- Reviews legislation and composes and types confidential correspondence to constituency members and legislative bodies;
- Performs research and statistical analysis to complete assigned projects using periodicals, newspapers, journals and other resources;
- Works with City departments to properly assess current practices and ensure adoption of recommended actions to safeguard public assets and improve operational effectiveness;
- Provides professional administrative assistance and support, project reports and other assignments for the City Manager;
- Interfaces and communicates with City staff, consultants, vendors, and the public;
- Submits written reports to upper management; and
- Attends department, division and committee meetings as needed.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations
- Skilled in assessing and prioritizing multiple tasks, projects, and demands, with conflicting deadlines to complete projects; identifying, analyzing, and implementing solutions to complex problems;
- Skilled in providing and following oral and written instructions to and establishing and maintaining productive working relationships with all levels of staff and customers.
- Ability to effectively communicate verbally and in writing using proper grammar, sentence structure in the English language and to perform essential duties with minimum supervision;
- Proficient in the use of Microsoft Office package to include Word, Excel, Power Point, and Access.

QUALIFICATIONS
Any combination of education and increasingly responsible work experience in Public Administration, Business Administration, or closely related field that demonstrates critical thinking and analytical skills necessary to perform essential job duties AND five (5) years experience in public administration including two (2) years in a leadership/supervisory capacity. Must possess at the time of application and maintain a valid California Driver’s License.