

## CITY OF GLENDALE

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| <b>TITLE:</b>                                  | <b>Deputy City Manager</b>    | <b>CLASS CODE:</b> | <b>195</b> |
| <b>REPORTS TO:</b>                             | <b>Assistant City Manager</b> | <b>GRADE:</b>      | <b>59</b>  |
| <b>DEPARTMENT:</b>                             | <b>Various</b>                | <b>FLSA:</b>       | <b>E</b>   |
| <b>JOB SPECIFICATION DATE: July 1, 2008 cm</b> |                               |                    |            |

### **JOB SUMMARY**

Performs administrative work involving planning, organizing and directing the activities and staff in one of the following broad City groups: Community Development, Public Works, or Administrative Services.

### **ESSENTIAL FUNCTIONS**

1. Provides administrative direction to department heads; directs the activities of his/her group through department heads.
2. Assigns projects to departments and assist in establishing work schedules and prioritizing workload responsibilities.
3. Advises the City Manager, Assistant City Manager, and City Council on group operations matters relating through oral and written reports.
4. Serves on the management team to assist the City Manager in developing, planning and implementing goals and objectives to meet the operational needs of the City.
5. Directs the completion of special planning and research projects; prepares and presents staff reports.
6. Provides administrative direction and support to staff in analyzing, developing, implementing and evaluating policies, procedures and programs.
7. Assists staff on major projects and in resolving conflicts and problems.
8. Assists in developing a balanced annual City budget; approves the budget in department areas of responsibility.
9. Provides coordination between areas of responsibility and other City departments.
10. Reviews and approves all Council communications prepared by areas of responsibility.
11. Directs staff in the resolution of customer service issues that have not been resolved at a lower level.

### **SECONDARY FUNCTIONS**

12. Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND RESPONSIBILITIES**

#### **Knowledge of:**

- Public administration, local government structure, and operations
- Laws, ordinances and regulations governing municipal governments
- City policies and procedures
- Budgeting and finance principles and practices
- Management theory, principles and practices
- Computerized information systems and their application to local government functions
- Customer service principles and practices

**Ability to:**

Establish leadership over assigned work groups; direct staff in meeting acceptable service levels to customers

Prepare and present clear and concise presentations to the City Council and City management

Analyze administrative problems and issues; write clear and concise reports and recommendations for the City Council and City management

Coach, counsel, mentor, and direct departments to meet the goals and objectives of the City

Identify and resolve conflicts and disputes; negotiate agreements between individuals and departments

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Master's Degree in Public Administration, Business Administration, Management or a related field and eight years of progressively responsible administrative experience in the public sector.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Residency in the City of Glendale within one (1) year of appointment