

CITY OF ARCADIA
DEPUTY CITY MANAGER

DEFINITION

Under general direction of the City Manager, the Deputy City Manager leads citywide projects and programs, and provides ongoing assistance and support to the City Manager, City Council, and Department Heads; manages and coordinates administrative activities for the City Manager's Office, including City Clerk and City Attorney functions, and City Council; performs complex professional, confidential, and analytical duties; and serves as a subject matter expert on the City's resources. Provides leadership for the definition and development of a shared vision, strategy, and goals for all City activities. Serves as the primary Public Information Officer for the City, and administers contracts and grant-funded program activities on behalf of the City Manager's Office.

This is a single position class that performs professional level administrative work, which requires independent judgment in the execution of duties which are typically sensitive and may impact citywide operations. The incumbent is considered to be an administrative generalist and may be assigned specific activities within a broad range of administrative operations. This is an At-Will, Confidential, Exempt classification.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff in the City Manager's Office, including City Clerk and City Attorney staff. May be assigned as a temporary supervisor to teams or groups of professional, paraprofessional, and technical staff on a project basis.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee assigned programs and administrative support functions; manage the operations of the City Manager's Office, including City Clerk and City Attorney functions, ensuring the effective and efficient completion of department assignments. Supervise and evaluate clerical and technical staff; assign and prioritize work.

Provide professional comprehensive analytical assistance to the City Manager regarding citywide issues, programs, goals and objectives, and/or operations; ensure materials are accurate, complete, and in compliance with City standards, policies, and procedures.

Coordinate City Clerk and City Attorney activities with other departments and outside agencies and organizations; as assigned, provide staff assistance to the City Manager and City Council; conducts research, performs analysis, and prepares and presents staff reports and other necessary correspondence; may assist with management review of Council agenda items

Monitor and maintain compliance with pertinent federal, State, and local laws, codes, regulations, and ordinances; assist in implementing procedures to ensure compliance with applicable laws and regulations.

Develops and drafts a variety of City policies and procedures including operational procedures, administrative manuals, ordinances, and resolutions; performs policy analysis on anticipated programs. Collect, compile, and analyze information from various sources on a variety of topics, including proposed legislation; prepare comprehensive reports to present and interpret data; identify alternatives and make and justify recommendations.

Collaborate with City departments and other staff as assigned on the status of pending project assignments; assist in ensuring timelines and given budgets are met.

Develop and administer the City Manager, City Clerk, and City Attorney and City Council budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Oversee Electronic Document Management System (EDMS) programs; implement and coordinate a comprehensive records management program and assist departments in the application and implementation of record management policies, procedures, and techniques.

Investigate, resolve, and/or facilitate the resolution of problems encountered by residents and business owners.

Serve as the City's general Public Information Officer and coordinate efforts with public information officers in other departments. Explain and interpret City regulations and policies to employees, the public, and outside agencies. Respond to emergency and problem situations with tact and diplomacy.

Oversee the City's public education efforts through development and execution of specific public information, public education and community relations programs, events, and procedures, including Citywide social media efforts and the City website; respond to requests from the media.

As assigned, represent the City in relations with the community, advisory committees, authorities, other local, city, county, state, and federal agencies, and professional organizations; serve on committees as assigned; coordinate special events; represent the City in discussions regarding municipal operations.

Initiate and write press releases, public service announcements, articles, speeches and position papers on City activities, programs and policies; determine methods of presentation and distribution.

Chairs or participates in standing or ad hoc committees of substantial importance to the overall direction of city operations or relating to special issues facing the City.

Manage the operations of the City's public cable channel; produce programs for broadcast, including the production, direction, and telecast of City Council meetings.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced principles and practices of municipal government, including budget preparation and administration.

Principles and practices of government public relations/public education including the use of social media and maintenance of a website; time management and meeting deadlines; record keeping; professional letter writing; information gathering; and supervision, training, and performance evaluation.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Pertinent Federal, State, and local laws, codes, and regulations.

Consensus and team building techniques.

Brown Act meeting laws and parliamentary procedures.

Research and reporting methods, techniques, and procedures.

Modern office procedures, methods, and computer software and hardware.

Safe driving principles and practices.

English usage, spelling, grammar and punctuation.

Skill to:

The core competencies related to supervision, leadership, and management including consensus building and team building.

Managing projects and programs.

Prioritizing and assigning work.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Communicate clearly and concisely, both orally and in writing.

Ability to:

Perform responsible, difficult, and confidential administrative work involving the use of independent judgment and personal initiative, with minimal supervision and direction.

Effectively administer, prioritize, and manage a variety of departmental and Citywide programs, activities, and special assignments.

Develop and administer budgets.

Interpret and apply Federal, State, City and departmental laws, policies, procedures, and regulations.

Identify and analyze problems; identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.

Initiate, prepare, and distribute effective public education materials; develop and implement public education programs.

Evaluate and develop improvements in operations, procedures, policies, and methods.

Understand the organization and operation of the City, the City Council, City Manager's Office, all departments, and outside agencies as necessary to carry out assignments.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Follow oral and written instructions and convey same to subordinates, committee members, and other staff in the organization.

Work extended hours, including some nights, weekends, and holidays, in order to accomplish assignments and to attend City meetings and events.

Minimum Qualifications:

Experience/Training:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance. Example combinations include: Bachelor's Degree from an accredited college or university with major course work in Public or Business administration, or a related field plus five (5) years of responsible professional level administrative and analytical experience in the field of government including three (3) years of supervisory experience. Equivalent to a Master's Degree in public administration or a related field is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: December, 2019