

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy City Manager	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: The Deputy City Manager leads the development and implementation of key Citywide initiatives, provides high-level management of a range of program areas in the City Manager’s Office, and oversees the City Manager’s Office administrative functions.

Distinguishing Characteristics: This classification acts as the assistant director to the department and independently leads programs and initiatives. Receives general supervision from the Assistant City Manager. Exercises direct supervision over staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Proactively identify community and organizational needs and opportunities and develop Citywide and departmental goals, objectives, policies, priorities, and effective approaches to address these needs and opportunities.
2. Manage long-term projects and relationships with other governmental jurisdictions, organizations, associations, and other external groups in conjunction with City Council priorities; and coordinate the involvement of other department staff as appropriate.
3. Anticipate Councilmember interests and prepare and provide communications and briefings to address their interests and keep them up to date on critical issues.
4. Directly and through oversight of staff, coordinate complex interdepartmental projects; conduct organizational, procedural, and other statistical and financial analysis; prepare findings and propose recommendations for new procedures, policies, and projects; and implement the recommendations.
5. Oversee the administrative functions of the City Manager’s Office with the general direction of the Assistant City Manager, including the development and monitoring of the department budget, tracking and reporting of performance measures and accomplishments, staff recruitment, team-building, and contract management.
6. Prepare reports and make presentations to the City Council, Council committees, commissions, and groups.
7. Interpret and explain programs and policies to the public and City staff; and answer questions and provide information on complex and sensitive issues.

8. Provide staff leadership and support to various boards and committees to assist in the development and implementation of City Council priorities.
9. Lead organizational development and process improvement efforts.
10. Represent the Assistant City Manager and/or City Manager with the public, governmental agencies, and other City departments.
11. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of needs assessment, strategic planning, project work planning and oversight, organizational analysis and management; principles and techniques of budget and financial analysis; modern public-sector management methods and techniques; Federal, State, and local laws, rules, and regulations pertaining to local government operations; principles of supervision, performance appraisal, and program management; and modern office procedures and computer software and equipment.

Ability to: Proactively and independently identify and develop effective, innovative approaches to address community and organizational needs and opportunities; develop and drive to successful completion complex work plans, providing direction in uncharted territory and coordination of multiple internal and external stakeholders; anticipate Councilmember interests and prepare responsive communications and briefings; exercise highly attuned political judgment; understand and effectively promote organizational priorities and values; prepare clear and concise statistical and narrative reports; make sound recommendations regarding budgetary, management, and organizational issues; manage large, complex projects concurrently; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and explain department policies and procedures; communicate effectively both orally and in writing; supervise, train, and evaluate assigned staff; maintain effective working relationships with those contacted in the course of work; and make presentations before groups.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university with major emphasis in public administration, public policy, political science, or a related field and six years of increasingly responsible administrative or management experience in municipal government administration, including at least two years of supervisory experience. A master's degree

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in public administration, business administration, or public policy may be substituted for one year of the required experience.

Required Licenses or Certificates: A valid California Driver License no later than 30 days from appointment.

Established: March 2003

Revised: April 2023

HRD/CLASS SPECS

Deputy City Manager