

CITY OF SIMI VALLEY

DEPUTY CITY MANAGER

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.

SUMMARY DESCRIPTION

Under administrative direction, plans, directs and coordinates a variety of highly responsible and complex programs and projects within the City including citywide financial oversight, organizational audits, reviews and inquiries, and redevelopment; coordinates City programs and activities with outside agencies and organizations; and provides responsible administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, direct and coordinate a variety of highly responsible and complex programs and projects within the City; provide Citywide financial oversight; analyze and monitor department workloads; conduct organizational audits, reviews and inquiries.
2. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports; monitor program performance; recommend and implement modifications to systems and procedures.
3. Participate in the development of the City's annual budget; review annual and mid-year budget requests and make recommendations to the City Manager; participate in departmental budget review meetings; monitor Citywide revenue and expenditures.
4. Oversee the issuance of permits for special events and filming activities to ensure compliance with established guidelines.
5. Prepare and review a variety of complex correspondence, memoranda and administrative staff reports.
6. Provide direction to the Community Development Agency in coordinating redevelopment activities.
7. Perform contract administration and negotiation functions; coordinate work with vendors, consultants and other outside interest groups.
8. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
9. Coordinate the City's bond issuance program as required.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Certain qualifications will depend on area of assignment.

Knowledge of:

Operations, services and activities of a municipality.
Principles and practices of municipal finance.
Principles and practices of program development and administration.
Principles and practices of contract administration.
Rules and regulations governing public meetings.
Principles and practices of redevelopment.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and procedures of record keeping.
Business letter writing and report preparation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
Independently perform the most difficult administrative support services.
Provide responsible assistance to the City Manager.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate assigned service delivery methods and techniques.
Prepare and administer large and complex budgets.
Oversee assigned programs and projects for the City.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
Prepare clear and concise administrative and financial reports.
Identify and respond to community and City Council issues, concerns and needs.
Communicate clearly and concisely, both orally and in writing.
Operate office equipment including computers and supporting software applications.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

Experience:

Four years of increasingly responsible administrative and analytical experience in a public sector setting.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: April 2008