



## CITY OF BEAUMONT

### 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 the direction of the City Manager, plans, directs, manages, and oversees the programs, services, budgeting, and staffing of the Planning, Building, Fire Safety, Code Enforcement, Economic Development Departments and Legislative Affairs, leads interdepartmental projects and initiatives in these areas on behalf of the City Manager's Office; may act as City Manager during absences; performs related duties as required.

**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. Assists the City Manager and the City Council in establishing the City's short and long-range goals, and anticipates and resolves organizational issues, concerns, and opportunities.
2. Provides strategic advice to the City Manager, department heads, and other City management staff in accomplishing the City's goals, and in addressing a wide variety of complex daily operational challenges.
3. Provides direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.
4. Analyzes contracts, reports, bids, and similar items; directs high profile community studies, regional programs, and surveys; develops and presents recommendations for the City Manager's Office on a wide variety of subjects.
5. Oversees services provided by the Planning, Building Department, Fire Safety, Code Enforcement and Economic Development including General Plan compliance, regional planning, environmental planning, and related programs, as well as building and safety code inspection and plan checking and State mandated programs.
6. Prepares, critiques, and delivers presentations to the City Council and City Manager, on behalf of staff and other agencies and firms.
7. Participates as member of City's executive management team and engages in decision-making involving policy options, programs, and use of City resources.
8. Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; acts as liaison for departments working with

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local and state agencies on administrative matters.

9. Organizes and leads projects on behalf of the City Manager's Office; drafts and presents reports and recommendations; coordinates communications requiring interaction with City departments.
10. In the absence of the City Manager, may assume direct line authority over the departments and activities of the City and attend City Council meetings.

**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.*

**Knowledge of:**

Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government.  
Operations, services, and activities of a municipality.  
Government, council, and legislative processes.  
Principles and practices of municipal budget, preparation, and administration.  
Current social, political, and economic trends and operating problems of municipal government.  
Principles and practices of program development and administration.  
Advanced principles and practices of organization, management, and supervision.  
Principles and practices of strategic planning.  
Methods of analyzing, evaluating, and modifying administrative procedures.  
Decision making techniques.  
Pertinent federal, state, and local laws, codes, and regulations.  
Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.  
Methods and techniques of research, statistical analysis, and report presentations.

**Ability to:**

Serve effectively as the administrative agent of the City Council.  
Provide effective leadership and coordinate the activities of assigned municipal organization.  
Develop and administer City-wide goals, objectives, and procedures.  
Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.  
Research, analyze and evaluate new service delivery methods and techniques.  
Plan, organize, direct, and coordinate the work of staff.  
Select, supervise, train, and evaluate staff.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply federal, state and local policies, laws and regulations.  
Negotiate and resolve complex issues.  
Make effective public presentations.  
Delegate authority and responsibility.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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**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:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, or a related field. A Master's degree in a related field is desirable.

**Experience:**

Ten years of progressively responsible administrative or staff experience in municipal government with at least four years of experience in a high level administrative or executive capacity involving responsibility for planning, organizing, directing, and financing a varied work program.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:** *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:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays.

*This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the Deputy City Manager, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.*