

Deputy City Manager

Category: Exempt

Department: City Manager's Office

Pay Grade: 130



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Deputy City Manager is a senior leadership position responsible for assisting the City Manager in the overall administration and operation of the City government. This individual will manage key city departments and programs, oversee the implementation of policy decisions, and coordinate cross-departmental activities to ensure that the City's goals and objectives are achieved. The Deputy City Manager will act as a key advisor to the City Manager and may represent the City Manager in various meetings, initiatives, and external functions.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Key Responsibilities:

1. Leadership and Management:

- Provide leadership to city departments, overseeing the development, implementation, and evaluation of departmental goals and objectives.
- Assist the City Manager in strategic planning, policy development and decision-making for the City, including the update of the City's strategic plan.
- Supervise and mentor department heads and senior staff to ensure effective operation and performance.
- Ensure the City operates in a financially sound manner by providing oversight on budget development, and operational efficiency.

2. Policy Implementation and Coordination:

- Implement City Commission policies and directives, ensuring alignment across all departments.

- Facilitate interdepartmental coordination and communication, fostering collaboration on citywide projects.
 - Actively engage in developing new policies and refining existing policies to improve city services.
 - 3. Public Relations and Community Engagement:**
 - Represent the City Manager in meetings with stakeholders, community groups, and external agencies as necessary.
 - Assist in the preparation of website content, reports, presentations, and other communication materials.
 - Work closely with the public to address concerns and ensure the City's priorities align with community needs.
 - 4. Staff Development and Human Resources:**
 - Oversee the recruitment, development, and retention of top talent within the city government.
 - Foster a positive, collaborative work environment that promotes employee engagement and morale.
 - Support the development of training programs that enhance the skills and capabilities of City staff.
 - 5. Supervise various Departments of the City as Instructed by the City Manager and serves as Acting Director if a vacancy occurs.**
 - 6. Serves as City Manager in the absence of the City Manager.**
 - 7. Special Projects and Initiatives:**
 - Manage and coordinate special projects and initiatives as directed by the City Manager.
 - Oversee major citywide planning, redevelopment, or infrastructure projects.
 - 8. Other Duties:**
 - Perform other related duties as assigned by the City Manager.
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QUALIFICATIONS

- **Education:**
 - A bachelor's degree in public administration, business administration, political science, or a related field is required. A Master's degree in a relevant field is preferred.
- **Experience:**
 - A minimum of 5-7 years of senior management or executive leadership experience, preferably in local government, public administration, or a related field.
 - Proven experience in managing large, diverse teams and budgets.
 - Experience in policy development, project management, and strategic planning.
- **Knowledge, Skills, and Abilities:**
 - Strong knowledge of municipal government operations, including budgeting, public safety, public works, and human resources.

- Excellent leadership, interpersonal, and communication skills.
 - Ability to work effectively with elected officials, senior staff, and the community.
 - Exceptional problem-solving and decision-making abilities.
 - Skilled in conflict resolution and negotiation.
 - **Certifications:**
 - Relevant certifications in public administration, municipal management, or related fields may be preferred.
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WORKING CONDITIONS

The City of Cooper City, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described 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 functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____