



Job Description

Job Title	Deputy City Manager	Department	Administration
Reports to	City Manager	Salary Level	XII
Classification	Exempt	Approved By	<i>Daniel Decker</i>

I. General Description

The Deputy City Manager is a key leadership role within the city government, assisting the City Manager in overseeing the daily operations and strategic initiatives of the municipality. This position requires a highly motivated individual with a strong background in management, administration, and municipal governance. The Deputy City Manager will work closely with department heads, elected officials, and community stakeholders to drive organizational effectiveness and achieve the city's goals and objectives.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

II. Essential Job Duties

- 1. Assist City Manager:** Collaborate with the City Manager to develop and implement policies, programs, and initiatives to advance the city's strategic vision.
- 2. Operational Oversight:** Provide oversight and guidance to department heads in the execution of their duties, ensuring alignment with organizational objectives and compliance with regulatory requirements.
- 3. Budget Management:** Support the City Manager in the development and administration of the annual budget.
- 4. Interdepartmental Coordination:** Foster collaboration and communication among city departments to enhance efficiency, promote best practices, and address cross-functional challenges.
- 5. Community Engagement:** Engage with residents, businesses, and community organizations to understand their needs, gather feedback, and promote civic participation in local governance.
- 6. Policy Development:** Research, analyze, and recommend policy options to address emerging issues and improve service delivery in areas such as public safety, infrastructure, economic development, and environmental sustainability.
- 7. Performance Evaluation:** Establish performance metrics and benchmarks to evaluate



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departmental performance and track progress towards organizational goals.

8. **Emergency Management:** Coordinate with emergency services and other stakeholders to develop and implement emergency preparedness and response plans, ensuring the safety and well-being of residents during crises.
9. **Representation:** Represent the City Manager and the municipality at meetings, conferences, and public events, serving as a spokesperson and advocate for the city's interests.
10. **Special Projects:** Lead or support special projects and initiatives as assigned by the City Manager, demonstrating flexibility and adaptability in addressing evolving priorities.

Qualifications:

1. **Management Experience:** A minimum of 10 years of progressive management experience in a governmental, nonprofit, or corporate setting, with demonstrated success in leading teams, managing resources, and driving organizational change.
2. **Leadership Skills:** Strong leadership qualities, including strategic thinking, decision-making, problem-solving, and conflict resolution abilities.
3. **Communication Skills:** Excellent written and verbal communication skills, with the ability to articulate complex ideas clearly and persuasively to diverse audiences.
4. **Collaborative Approach:** A collaborative and inclusive leadership style, with a proven track record of building effective working relationships and fostering teamwork across organizational boundaries.
5. **Analytical Skills:** Proficiency in data analysis, financial management, and performance measurement techniques to inform decision-making and enhance organizational effectiveness.
6. **Integrity:** High ethical standards, with a commitment to transparency, accountability, and public service excellence.
7. **Adaptability:** Flexibility to navigate ambiguity, manage competing priorities, and thrive in a dynamic and fast-paced environment.
8. **Professional Development:** A commitment to continuous learning and professional development, staying abreast of emerging trends, best practices, and regulatory changes in municipal governance.
9. In the absence of the City Manager, assume City Manager duties as the Acting City Manager.



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1. **Effective Personnel Management:**

- Understanding of principles and practices related to personnel management, including recruitment, training, performance evaluation, and employee relations.
- Knowledge of relevant employment laws, regulations, and policies governing personnel matters within municipal government.
- Ability to develop and implement strategies for fostering a positive work environment, promoting staff development, and resolving conflicts effectively.

2. **City Code:**

- Familiarity with municipal codes, ordinances, and regulations applicable to the city's operations.
- Understanding of zoning regulations, building codes, land use policies, and other legal frameworks governing urban planning and development.
- Ability to interpret and apply city codes to ensure compliance and facilitate decision-making in administrative and operational matters.

Skills and Abilities: This position must demonstrate the following skills and abilities:

1. **Excellent Interpersonal Skills:**

- Ability to establish and maintain positive working relationships with a diverse range of stakeholders, including elected officials, department heads, staff members, community leaders, and the general public.
- Skill in effective communication, active listening, conflict resolution, and negotiation to address issues and build consensus.

2. **Proficiency in Computer Applications:**

- Competence in utilizing various software applications commonly used in office environments, including word processing (Word), email management (Outlook), spreadsheet analysis (Excel), document editing (Adobe Acrobat), and internet research.
- Ability to adapt to new technologies and software tools as needed to support administrative functions and information management.

3. **Analytical and Problem-Solving Skills:**

- Capacity to analyze complex issues, gather relevant information, and formulate practical solutions to address challenges and achieve organizational objectives.
- Skill in identifying patterns, trends, and opportunities for improvement through data analysis and critical thinking.

4. **Decision-Making Skills:**

- Ability to make sound and timely decisions based on careful evaluation of available information, consideration of potential impacts, and alignment with organizational priorities and goals.
- Confidence in making tough decisions under pressure while balancing competing interests and risks.

5. **Effective Verbal and Listening Communication Skills:**

- Clear and articulate communication skills, both orally and in writing, to convey ideas, instructions, and information effectively to diverse audiences.



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- Skill in active listening, empathy, and understanding to facilitate constructive dialogue and resolve conflicts.

6. Attention to Detail and High Level of Accuracy:

- Thoroughness and precision in performing tasks, reviewing documents, and handling information to ensure completeness, correctness, and compliance with standards and requirements.

7. Very Effective Organizational Skills:

- Strong organizational skills to manage multiple priorities, deadlines, and responsibilities efficiently, while maintaining quality and consistency in work output.
- Ability to plan, prioritize, and delegate tasks effectively to meet objectives and optimize productivity.

8. Effective Written Communication Skills:

- Proficiency in written communication, including drafting clear, concise, and grammatically correct correspondence, reports, memos, and other documents for internal and external audiences.

9. Ability to Interact with the Public, Co-workers and Subordinates:

- Capacity to engage with members of the public, colleagues, and stakeholders in a professional, courteous, and respectful manner, demonstrating empathy, patience, and diplomacy in all interactions.

10. Maintain Confidentiality:

- Commitment to maintaining the confidentiality and privacy of sensitive information acquired during the course of employment, including personnel records, legal documents, and privileged communications.

Supervisory Responsibility:

1. Supervise Department Heads:

- Oversight of department heads to ensure effective management, coordination, and performance of city departments.
- Provide leadership, guidance, and support to department heads in aligning departmental goals and initiatives with the city's strategic objectives.
- Foster a collaborative and productive working environment among department heads, promoting teamwork, communication, and accountability.
- Conduct regular performance evaluations, provide feedback, and identify opportunities for professional development and growth within department leadership.

IX. Scope of Employment

Regular, full-time employment, exempt position.



City of Dillingham

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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____