

~~October 2019~~ 05/2022

CITY OF DOUGLAS

Job Title: Deputy City Manager/City Treasurer

Reports to: City Manager/Mayor & Council

Department: City Manager's Office

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: 40

JOB SUMMARY

This position is highly responsible and performs complex analysis, policy and administrative work for the City Manager and organization. Under the general direction of the City Manager, the Deputy City Manager oversees and leads assigned departments or divisions toward the achievement of operational objectives and the Strategic Plan goals and action plan of the City government as a whole. ~~Duties include exercising leadership with Department Directors/Managers and advising the City Manager in the determination of program needs; the preparation and presentation of programs for approval by the City Manager and City Council; and the planning, organizing, coordinating and implementation of approved programs.~~ The Deputy City Manager exercises considerable initiative and independent judgment in representing the City Manager within assigned areas of responsibility and exercises delegated representative authority over Department Directors and other employees in the organization. As City Treasurer, is responsible to the Council and receives and has custody of all the money of the City and keeps and saves said money, and dispenses the same only as provided by law.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Leads and manages a group of Department Directors or Managers to coordinate their efforts toward the achievement of their departmental objectives and the objectives of the City government as a whole.
2. Works with the City Manager and Department Directors in planning, organizing, coordinating, and implementing programs on matters affecting assigned areas of responsibility, resolving complex issues and problems as identified or assigned.
3. Confers with officials of City, county, state and federal agencies regarding plans and priorities for existing and planned programs as a City representative, including serving on various City teams, committees and/or regional agency projects.
- ~~4. Responsible to deliver the functions associated with economic development and business attraction, retention and expansion with a focus on industry sectors essential for revenue growth to the City at the same time supporting small businesses and entrepreneurial job creation.~~
- ~~4. Maintains communication with and acts as liaison with municipal, county, state, and federal officials as it relates to economic development and redevelopment. Receives and has custody of all the money of the City and keeps and saves said money, and dispenses the same only as provided by federal, state and local law.~~
5. Serves as the Treasurer of the City by providing overall administration, decision making and policy direction for the various functions of Accounting, Budget, Revenue Management, Tax Collections,

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Auditing, Utility Billing, and Procurement

5.6. Provides the City Manager, and City Council with accurate and timely information to support decision-making and policy direction

6.7. Meets and corresponds with various citizens, professionals, business and other groups to create partnerships, address questions or secure assistance with carrying out various programs.

7.8. Negotiates contracts and agreements with outside entities to further the goals and objectives of the City.

8.9. Communicates regularly with the City Manager on matters of concern in the departments and functions in assigned area of responsibility to and to provide counsel to the City Manager

9.10. Takes on special projects, as assigned, which require executive-level decision making and coordination

10.11. Maintains administrative and signature authority of City purchases and matters of City departments that report to the City Manager in the absence of the City Manager in an Acting role, as necessary.

11.12. Maintains regular and reliable attendance.

12.13. Demonstrates superior seamless customer service, integrity, and commitment to the values of the organization with innovation, efficiency, and fiscally responsible activity. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

13.14. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.

14.15. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures

15.16. 15. Other related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Knowledge of:

- the Principles and practices of effective public administration and municipal government
Governmental organization, public administration theories, financial management and fiscal policies, treasury management research methods, techniques and report presentation
- Council/Manager form of government and political processes at all levels of government;
- Principles and practices of technical areas of expertise, including the economic development objectives of industry and incentives, business attraction, retention & expansion, marketing and tourism, understanding site selection processes, development services regulations of

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planning, zoning and building safety, personnel management, parks, recreation & library services, and CDBG and federal housing programs;

- Principles, procedures, and strategies of economic and community development and analysis in a government environment, planning and zoning, demographics, economic trends, forecasts, impacts, and related principles and procedures;
- Principles and methods of budget preparation and monitoring;
- Principles and practices of multi-generational employee supervision, coaching, development, training, and evaluation;
- Principles underlying the laws and regulations of the municipality; and
- Other City departments and divisions, as their operations relate to those of the areas of assignment.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- effectively direct or deliver multiple functional areas and develop cross-departmental teams;
- resolve complex problems within the area of assignments and work under pressure with deadlines and respect the need for confidentiality in sensitive matters;
- negotiate contracts, development, land exchanges and consulting agreements with owners, architects, contractors, developers, employers and others
- establish and maintain effective relationships and initiate collaboration with other City department staff, public officials, and the general public
- analyze statistical data and employ programs that provide analysis and reports of economic trends and conditions of global and national business environments that benefit or impact the City
- communicate effectively with the public and organization. Preparing clear, concise and accurate reports and recommendations, both orally and in writing, using proper grammar and having a strong command of English.
- operate Microsoft Office products and other relevant technologies.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. Seven plus years of progressively responsible public sector managerial and administrative experience including considerable (3 years) authority for program operation and budget administration.

An equivalent combination of education and appropriate experience may be substituted.
Valid Arizona Driver's License

Preferred/Desirable Qualification(s). Experience in one or more of the functional areas supervised is preferred based on assignment. A Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred. A member of their state management or professional area association. An active member of the International City/County

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Management Association (ICMA). Proficient in Spanish.

SPECIAL REQUIREMENTS:

Must obtain CPR Certification.