

City of Grass Valley  
JOB DESCRIPTION



**Deputy City Manager I/II (Flexibly Staffed)**

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Department: City Administration

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

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**SUMMARY OF JOB PURPOSE** *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.*

This is a single position with two classification levels (Deputy Director I/II) based on job experience and education that acts with a high degree of independence of action. This position plays a crucial role in assisting the City Manager in overseeing the efficient operation of municipal services and will serve as the primary custodian of official city records. This position requires strong organizational, leadership, and communication skills, as well as a comprehensive understanding of municipal governance.

**DISTINGUISHING CHARACTERISTICS**

Under the direction of the City Manager, assists in planning, organizing, and directing assigned activities and operations of the City; coordinates activities among and with other departments; provide staff assistance to the City Manager and City Council; represents City Manager with City Staff, community organizations, other agencies, and the public; provide direct oversight for Front Counter activities, City Hall Online Technology, Risk Management, Insurance Claims, and other assigned programs; serve as the City Clerk and perform all duties in accordance with the Job Description for City Clerk and performs other job related work as required.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

**Deputy City Manager I:** Serves as the City Clerk and performs all duties and responsibilities of the City Clerk's job description and as defined in the Municipal Code. This position serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole; has responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas; duties and

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responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

**Deputy City Manager II:** All duties defined under Deputy City Manager I and may act as City Manager in his/her absence. Deputy City Manager II shall also exercise supervision over entire departments assigned by the City Manager.

This is a full-time, salaried, executive-level position in the City Manager's Department. The Deputy City Manager I/II serves at the pleasure of the City Manager on a contract basis (at will), and receives administrative direction from the City Manager.

**DISTINGUISHING CHARACTERISTICS**

The Deputy City Manager I/II is a Department Head level class responsible for the overall operation of the City's Front Counter activities, City Clerk Duties, City Hall Online Technology, Risk Management, and Insurance Claims. The Deputy City Manager II is distinguished from Deputy City Manager I by having additional experience and overseeing entire Departments as assigned by the City Manager. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering all of the City's operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over departments, divisions, management, professional, technical and office support personnel.

**ESSENTIAL FUNCTIONS** *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.*

**Deputy City Manager I, Typical Duties**

1. Responsible for all duties and responsibilities of the City 's Job Description
2. Assist the City Manager in developing, planning, implementing, and administering City-wide goals and objectives, as well as policies and procedures necessary to provide City services;
3. Plans, organizes, assigns, directs, reviews and evaluates the activities, operations, and staff assigned.

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4. Conduct comprehensive management analyses related to municipal policies, organization, and procedures.
5. Provide staff assistance to the City Council, committees, commissions, and the City Manager.
6. Respond to citizen complaints or requests for information.
7. Supervise risk management functions, including liability programs.
8. Coordinate safety programs and oversee insurance claims.
9. Direct the development of information technology and work with Department Heads to develop policies and procedures.
10. Advocate for and oversee coordination of existing City services.
11. Develop, plan, and implement departmental goals and objectives.

**Deputy City Manager II, Typical Duties**

12. Represent the City Manager at meetings, make presentations, and act as the City Manager when required.
13. Confers with and provides professional assistance to City staff members on City matters.
14. Works with the City Manager on City policy, appropriate service, and staffing levels; allocates resources accordingly.
15. Plans, directs and coordinates, through subordinate managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
16. Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
17. Stays abreast of legislation, new trends and innovations in the areas of responsibility.
18. Responds to difficult or sensitive complaints and requests for information from the public, news media (subject to City Manager approval) and City staff.
19. Attends and makes presentations at council, interagency, committee and other meetings and conferences.
20. Directs, prepares, and oversees the preparation of a wide variety of reports and presentations to the City Council, City Executive Team and outside agencies; reviews press releases and materials for dissemination to the media and public.
21. Provides high level research, analysis and recommendations to the City Manager,

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Planning Commission and/or City Council on matters relating to policy development, strategies, management planning, project management, departmental, intergovernmental and community problems.

22. Works with community organizations citizen groups in developing and implementing programs to achieve City priorities and solve problems in areas of assignment.
23. Prepares and reviews City Council and/or Planning Commission agenda reports, follows up on policy concerns prior to meetings.
24. Plans, directs, coordinates and implements Code Compliance actions; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems, may take the lead in managing more complex code enforcement cases.
25. Ability to manage multiple State and Federal grants.
26. Ability to manage consultants that provide specific service to the City.
27. Maintains a physical presence in the office which is necessary to perform essential services.

**KNOWLEDGE, SKILLS AND ABILITIES:** *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.*

Deputy City Manager I should have basic knowledge, skills, and abilities where a Deputy City Manager II should have actual experience and advanced knowledge, skills, and abilities.

**Knowledge of:**

1. Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
2. City organization and functions; pertinent local, State, and Federal laws, ordinances, and rules.
3. Principles and practices of program development and administration.
4. Practices of contract negotiation, preparation, and administration.
5. Principles and practices of computer-based project management and project scheduling.
6. Principles and practices of leadership, team building, and conflict resolution.
7. Various Grants
8. Methods and techniques of marketing, advertising, media relations, and public relations.
9. English usage, spelling, grammar and punctuation.

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10. Modern office practices and technology including personal computer hardware and software.
11. Principles and practices of risk management, information technology, and service provision to the homeless.
12. Municipal risks, liabilities, and insurance coverages.
13. Organizational management practices.
14. Principles of public program administration and relevant laws and regulations.
15. Modern methods of records management and safe work practices.

**Ability to:**

16. Plan, organize, assign, direct, review, and evaluate the activities, operations, and staff.
17. Select, train, motivate, and evaluate staff.
18. Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
19. Analyze complex problems, evaluate alternatives, and make sound recommendations related to City activities.
20. Analyze various City department support needs and ensure prompt and efficient delivery of service, materials, and supplies.
21. Interpret, apply, and ensure project compliance with applicable federal, state, and local policies, procedures, laws, regulations, codes, and ordinances.
22. Negotiate and administer service contracts.
23. Use and apply principles and practices of budget preparation, financial principles, and administration.
24. Prepare clear, concise, and accurate reports, correspondence, and other written materials including bids and financial information.
25. Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work.
26. Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
27. Use computer technology and applications in the performance of daily activities.
28. Meet the physical requirements to safely and effectively perform assigned duties.
29. Organize, implement, and supervise departmental goals and City objectives.
30. Interpret and apply policies, laws, and regulations.
31. Prepare complex reports and documents.
32. Analyze problems, identify solutions, and implement recommendations.
33. Effectively negotiate solutions and contracts.
34. Plan, organize, direct, and supervise the work of staff.

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35. Make presentations and represent the City in public forums.
36. Use computer programs effectively and communicate clearly.

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Deputy City Manager I (Minimum Qualifications)**

1. Three years of increasingly responsible administrative and managerial experience in a public agency, including two years of City Clerk experience.
2. Equivalent to an associate's degree from an accredited college or university with major course work in public or business administration, or a closely related field AND at least two (2) years of management experience.
3. Have a Certified Municipal Clerk Certificate (CMC) thru the International Institute of Municipal Clerks (IIMC) is highly desirable.

**Deputy City Manager II (Minimum Qualifications)**

1. Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related field AND five (5) years of progressively responsible as a City Clerk or similar government position, including at least four (4) years of management experience.
2. A Master's Degree in public administration, business administration, urban or regional planning, engineering, or a closely related field is desirable.

**GENERAL QUALIFICATIONS**

**License Requirements**

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements**

Incumbents appointed to this class must have the mobility to work in a standard office or

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field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

**Working Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The incumbent may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised: