Date Adopted: 8/11/09

CITY OF GLENDORA

DEPUTY CITY MANAGER/ADMINISTRATIVE SERVICES

*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.*

DEFINITION

Under general direction, performs highly responsible administrative and professional work as directed by the City Manager; conducts special projects and provides guidance and assistance in the preparation or revision of policies or procedures having City-wide impact; assists in the management of various City departments; directs the administration of the City's human resources program; administers and/or coordinates special programs; represents the City Manager in his absence when assigned; provides administrative liaison to City departments, other agencies and community associations; performs related duties as required.

CLASS CHARACTERISTICS

As Deputy City Manager, provides guidance to management in administrative operations and program problems to ensure timely and effective operations; coordinates activities between various City departments, as delegated by the City Manager; conducts administrative studies and analysis; submits oral and written reports to the City Manager on a variety of special assignments relating to municipal government administration; develops recommendations and implements policy decisions; meets with individuals and public groups regarding City programs and departmental activities.

The incumbent has additional primary responsibilities for the administration of the City Human Resources operation. The incumbent provides assistance to the City Council, the public, committees, and other agencies; responds to inquiries and provides information regarding City policies, procedures, and other general information relating to City operations; provides professional and analytical assistance to the City Manager and City Council as well as the departments.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Provides staff assistance to the City Manager; acts in capacity of City Manager in his absence; represents the City Manager in meetings; screens/routes inquiries and requests and makes recommendations on their disposition; assists in the investigation and resolution of citizen or business complaints. (a b c d g h i j k l m o p)

2. Provides assistance to the City Council, the public, City committees, and other agencies; responds to inquiries and provides information regarding City policies, procedures, and other general information relating to City operations. (a b c d i j m p)

3. Submits written and oral reports to the City Manager on a variety of special assignments relating to municipal government administration. (a b f g h i j k l m o)

4. Administers and coordinates various programs involving administrative activities or community events, when assigned. (a b c d g h j k l m o)

5. Administers contractual agreements for services provided by outside vendors, consultants, or agencies; when so assigned, directs and administers City departments. (a b c e g h i j k l m p)

6. Supervises special projects and other reports and analysis materials. (a b j l)

7. Oversees the human resources program including supervision of personnel department staff; formulates, recommends and installs policies, regulations and procedures to implement program objectives; coordinates and administers employee benefit programs; conducts labor negotiations; conducts classification and compensation analysis; resolves grievances and reviews disciplinary actions; works with labor relations and workers' compensation legal consultants; administers employee recruitment/selection and workers' compensation programs. (a b d f g h i j k l m n o p)

8. Oversees, negotiates, coordinates and ensures compliance of the various property/facility leases the City may have with third parties. In addition, may coordinate the overall property management and compliance requirements of any major assets the City/Agency may own. (a b g h i j k l m o p)

9. Coordinates and participates in processes related to budget preparation; monitors budget requests; prepares fiscal materials and reports for the City Manager. (a b f g h j k l m n o)

10. Represents the City in relations with the community, advisory committees, local, state and federal agencies and professional organizations. (a b c i j k m p)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. High ability to plan, direct, and coordinate City-wide programs including human resources programs.

e. Select, train, supervise and evaluate employees.

f. Analyze legislation and develop effective recommendations.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Assist in developing comprehensive plans to meet future City needs/services.

m. Deal constructively with conflict and develop effective resolutions.

n. Plan and enforce a balanced budget.

o. Assist in developing new policies impacting City-wide operations/procedures.

p. Represent the City in a variety of meetings and committees.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *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:*

A Bachelor's degree or equivalent with major work in public/business administration or related field and at least five years of progressively responsible experience in the planning, organization, coordination, and direction of varied municipal activities. A master's degree in a related field is desirable.

Knowledge and Skill Levels

Thorough knowledge of the principles and practices of public administration, personnel management, finance, organizational management; data collection and analysis techniques; principles of supervision. Considerable knowledge of the operations typical of municipal services; positive employee relations; municipal budgeting processes; techniques of maintaining effective Council/staff and public/staff relations.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.