



## Deputy City Manager Community Development

Department/Division:	Community Development
Reports To:	City Manager
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 22, 2007
Pre-employment Drug Test Required:	NO

### DEFINITION

Under general direction of the City Manager or Assistant City Manager, oversees the programs, services, budgeting, and staffing of the Planning and Building, Engineering, and Public Works Departments; leads interdepartmental projects and initiatives in these areas on behalf of the City Manager's Office; may act as City Manager during absences; performs related duties as required.

### CLASS CHARACTERISTICS

This Deputy City Manager-Community Development is distinguished from other director level positions in that it has line authority for a number of City departments that are part of a service group. This position has broader decision-making accountability and greater external interfaces with the Mayor and City Council than the department directors and division heads under its direction. This position is distinguished from the Assistant to the City Manager, which is a senior professional level position that provides advanced administrative and analytical support to the City Manager but does not have broad line responsibilities and decision-making authority.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by employees in the class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.*

1. Assists the City Manager and the City Council in establishing the City's short and long-range goals involving the City's community development services, and anticipates and resolves organizational issues, concerns, and opportunities.
2. Provides strategic advice to the City Manager, department heads, and other City management staff in accomplishing the City's goals, and in addressing a wide variety of complex daily operational challenges.
3. Provides direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.

4. Analyzes contracts, reports, bids, and similar items; directs high profile community studies, regional programs, and surveys; develops and presents recommendations for the City Manager's Office on a wide variety of subjects.
5. Oversees services provided by the Engineering Department, including private development, public capital improvement projects, grading and engineering inspection, and transportation engineering planning programs and initiatives.
6. Oversees services provided by the Planning and Building Department, including General Plan compliance, regional planning, environmental planning, and related programs, as well as building and safety code inspection and plan checking programs.
7. Oversees services provided by the Public Works Department, including preventative maintenance, work services, needs assessments, capital expenditures, and facility upgrades.
8. Prepares, critiques, and delivers presentations to the City Council and City Manager, on behalf of staff and other agencies and firms.
9. Participates as member of City's executive management team and engages in decision-making involving policy options, programs, and use of City resources.
10. Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; acts as liaison for departments working with local and state agencies on administrative matters.
11. Organizes and leads projects on behalf of the City Manager's Office; drafts and presents reports and recommendations; coordinates communications requiring interaction with City departments.
12. In the absence of the City Manager, may assume direct line authority over the departments and activities of the City and attend City Council meetings.

## **EMPLOYMENT STANDARDS**

### **Education and/ or Experience:**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering, urban planning, or closely related field. Eight years of responsible professional, supervisory, budgeting, and managerial experience involving a broad range of community development and engineering services, including planning, building, and public works planning projects and operations, or any combination of training and experience that provides the desired knowledge and abilities.

Additional education equivalent to a Master's degree from an accredited college or university with major course work in public administration, business administration, or related field, or equivalent training and certification, is highly desirable.

**Knowledge, Skills, and Abilities:**

Federal and State laws and regulations, Uniform Building and Safety Codes, and local codes and ordinances related to land use, engineering services, planning, building construction, and public works; theories and principles of City management; civil engineering design and maintenance principles and practices related to streets, traffic control, public buildings, capital facilities, water resources planning, Caltrans transportation planning, congestion management, and safety standards; leadership principles; human resources principles and practices; financial planning and budgeting practices; information systems needs and applications; methods of research, program analysis, and report preparation; writing methods and techniques; project management and program evaluation practices; customer service principles.

Ability to assess City needs in the context of long-range development and financial plans; consider and prioritize effective use of City resources and delivery of services; develop departmental goals, objectives, and performance measures; exercise effective judgment in policy, personnel, and budgetary matters and adopt appropriate actions that consider the needs and interests of affected parties and long-term impacts upon the City; plan, direct, and coordinate City-wide projects; lead, coach, and guide management personnel and maintain effective relationships with staff, the City Council, contractors, consultants, vendors, and other public officials; organize projects and assignments; prepare comprehensive engineering and development reports; articulate Public Works and Building and Planning policies and procedures and address issues with clarity and diplomacy involving the City Council, various commissions, and concerned citizens and community groups; analyze and solve administrative, financial and organizational problems; analyze, interpret, and apply laws, regulations, ordinances and policies; oversee the selection, training, evaluation, and disciplining of interdepartmental staff and resolution of interpersonal conflicts; make effective oral and written presentations; maintain confidentiality of sensitive personnel information; operate computer hardware and utilize word processing, spreadsheet, and graphics presentation software; work independently.

**Licenses, Certificates; Special Requirements:**

Licensure as a Professional Engineer in the State of California, or equivalent training and certification, is highly desirable.

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work extended hours.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk, and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **MENTAL DEMANDS**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants, and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee frequently works in an office environment where the noise level is usually quiet. The employee occasionally works in the field to conduct inspections of development projects, City facilities, and properties, given concerns related to the application of City codes and ordinances, uniform building regulations, and community standards. Occasional driving is required to attend meetings at various City facilities, training sites, and public and private events. The employee may be required to work on weekends or during the evenings in order to coordinate or attend various meetings and events.