



City of Casa Grande

Deputy City Manager

GENERAL PURPOSE: Under general direction, performs complex management and administrative duties as the principal assistant to the City Manager.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs highly responsible administrative and managerial duties assisting the City Manager in the administration of City government.
- Works with the City Manager in planning, organizing, coordinating and implementing programs on matters affecting assigned areas of responsibility.
- Provides administrative direction as assigned.
- Assists in the formulation, direction and implementation of major policies and procedures.
- Assists in the development, presentation and oversight of the annual city budget.
- Advises the City Manager and department directors on City areas of responsibility through oral or written reports.
- Directs the activities of assigned department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Represents the City and/or the City Manager in meetings, conferences, negotiations and other functions. Serves on various teams, committees, work groups and the like as assigned.
- Serves as the Acting City Manager in the absence of the City Manager.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Professional, technical and administrative staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration or related field, and eight year's managerial and administrative experience in a governmental setting, including considerable supervisory experience; OR an equivalent combination of education and experience. A Master's Degree in Public Administration is highly desirable.

Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and practices of public administration and municipal government.
- Knowledge of public administrative research methods, techniques and methods of report presentation.
- Knowledge of the legal, ethical and professional rules of conduct for governmental officials.
- Knowledge of principles and practices associated with the coordination and cooperation with other governmental/nongovernmental entities.
- Knowledge of project management principles and techniques.
- Knowledge of City organization, operations, policies and procedures.

- Skill in establishing and sustaining leadership within the scope of responsibility.
- Skill in analyzing complex issues, evaluating alternatives, and making logical decisions and/or recommendations based on findings.
- Skill in preparing and presenting clear and concise reports and presentations.
- Skill in identifying and resolving conflicts and disputes, and in negotiating agreements..
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective communication, both verbal and written.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

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