



DEPUTY CITY MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general direction of the City Manager, the Deputy City Manager performs a variety of complex assignments within the City Manager's Office, including management/organizational analysis and; oversees legislative advocacy and federal grant-writing activities; provides policy guidance and recommendations on various City policies, projects, goals and objectives; supports City Council policy initiatives; prepares reports and studies as requested by the City Manager; oversees programs and projects that require experience in administration and involve interdepartmental and community interaction; and performs related work as required. The incumbent exercises comprehensive leadership and has highly effective communication and interpersonal skills.

DISTINGUISHING CHARACTERISTICS

The classification requires the incumbent to perform professional management work of a highly responsible and independent nature. The work is performed under the general policy direction of the City Manager.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Manager and may supervise administrative support staff, interns, and/or volunteers on behalf of the City Manager's Office.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Formulates, recommends, and administers policies and procedures.
- Manages special projects, including directing the work of outside consultants and other advisors. Leads and manages projects from planning to completion. Ensures compliance with budget, timelines, and regulations. Coordinates with internal teams and external stakeholders. Tracks progress, mitigates risks, and reports on outcomes.
- Prepares written correspondence for the City Manager and City Council, as directed.
- Coordinates the dissemination of public information, including writing and distributing new releases and the City's electronic newsletter and overseeing the City's website.
- Participates in and helps develop public outreach initiatives.
- Responds to and seeks to resolve complaints on behalf of the City Manager and City Council.
- Manages the Citywide goal-setting process.
- Assists the Mayor, City Council, and City Manager with tracking state and federal legislation that may affect the City of Burlingame and oversees the City's federal grant-writing activities. Conducts analysis to determine the effect of proposed legislation on assigned functional areas and related City operations
- Represents the City Manager in meetings with other cities, community agencies, and government agencies.
- Coordinates with staff liaisons to City Boards and Commissions as needed.

- Assists the City Manager in the development of a variety of plans and programs designed to better the City, including the development of short- and long-range City strategies.
- Prepares reports and presents them to the City Council, committees, and community groups.
- Works closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives. Assists and participates in the development, implementation, and reporting of related goals, objectives, and policies.
- Conducts studies and surveys and collects information on complicated operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager.
- Supports the City Council in periodic updates related to the Council's priority focus areas and reporting on strategic initiatives.
- Coordinates and conducts negotiations for contracts, service agreements, and formal arrangements for the City Manager's Office. Ensures terms align with agency's policies, goals, legal requirements, and budget constraints. Reviews and finalizes documents to minimize risk and ensure clarity.
- May serve as Public Information Officer or Government Liaison for Emergency Operations.
- May provides information and briefings to the press relative to news releases.
- Performs other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Principles, practices, and procedures of public and business administration.
- Ordinances, resolutions, and laws affecting the operation of the City.
- Basic organization and function of public agencies.
- Business letter writing, social media, and computer applications related to work. Techniques for dealing effectively with people.
- Principles of management, supervision, training, and strategic planning.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of public relations and community outreach.
- Principles and practices of budget development, analysis, administration, procurement, and contract administration.

Ability to:

- Analyze problems and propose solutions
- Elicit the cooperation of others to affect solutions; negotiate
- Assist and advise on community outreach issues
- Communicate effectively in writing and orally
- Write complex reports, including recommendations and conclusions
- Use social media
- Run meetings
- Organize data
- Establish and maintain effective working relationships
- Interpret and work with ordinances, resolutions, and laws affecting the City
- Make sound decisions in a manner consistent with the essential job functions

- Take a proactive approach to customer service and the position in general
- Improve processes and streamline procedures appropriately
- Work in a safe manner, following City safety practices and procedures
- Maintain confidentiality regarding sensitive information
- Use initiative and exercise independent judgment
- Organize work, set priorities, follow up on issues and meet deadlines
- Establish and maintain effective cooperative relationships with the public, staff, the press, contractors, consultants, and other elected and appointed officials
- Represent the City and the City Manager's Department effectively in contacts with representatives of other agencies, City departments, and the public

Skill in:

- Interact effectively with a wide range of community stakeholders, including residents, businesses, education, non-profit representatives, and other governmental agencies
- Planning, coordinating and directing work and/or activities of subordinate personnel as needed.

QUALIFICATIONS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

License/Certificate

A valid Class C California Driver's License.

Education and/or Experience

A bachelor's degree with major coursework in public or business administration, or a related field, and 5 years of progressively more responsible community-based experience, or a master's degree in public administration, or a related field, and three years of progressively more responsible community-based experience, is required. Experience with a city or county government agency preferred.

SPECIAL REQUIREMENTS

Ability and mobility to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 35 pounds, files, and other materials; and to travel to different sites.