

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Deputy City Manager  
Department: City Manager  
Division: NA  
Date: May 13, 2003

Job Code Number: 105  
Grade Number: 21  
FLSA Status: Exempt  
Location: City Hall

### GENERAL PURPOSE

Performs high level administrative, technical and professional work in directing and supervising the day-to-day operations of the City government, and providing professional assistance to the City Manager.

### SUPERVISION RECEIVED:

Works under the broad policy guidance of the City Manager

### SUPERVISION EXERCISED

Exercises day-to-day supervision over department heads and support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the chief operating officer (COO) of the City in managing and supervising assigned departments and operations of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Manager and other department heads; makes presentations to councils, boards, commissions, civic groups and the general public. Serves as the Acting City Manager in absence of the City Manager.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Attends all meetings of the Council at which attendance may be required by the Council.

#### PERIPHERAL DUTIES

Acts as the City Manager in the absence of the City Manager.

Prepares and submits to the council such reports as may be required by that body or as the City Manager may deem it advisable to submit.

May serve as a member of various City committees.

Provides backup to subordinate positions as needed.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five (5) years of experience in municipal administration. MPA preferred but not required.

##### Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern policies and practices of public administration; Considerable knowledge of the principles and practices of public human resources management. Working knowledge of municipal finance, human resources, public works, public safety, and community development; Working knowledge of office automation and information technology; Working knowledge of municipal risk management and loss control.

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; skill in employee recruitment and selection; skill in labor relations.

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## SPECIAL REQUIREMENTS

Valid Washington State driver's license.

## TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

## PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: May 13, 2003

Revision History: