

JOB DESCRIPTION
CITY OF SPRINGFIELD

HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION

Job Title Deputy City Manager
Sch & Grade DHS-17 (Unclassified)
Class Code AA11
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Dept Head Series

PRIMARY PURPOSE:

Serves as primary assistant to the City Manager with responsibility for directing operations and assisting the City Manager in the administration of City government. Serves as City Manager in the City Manager's absence.

SUPERVISION:

Under the general supervision of the City Manager; supervises the Assistant City Manager and other City departments as assigned by the City Manager.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs highly responsible administrative and managerial duties assisting the City Manager in the administration of City government.
2. Supervises and coordinates the activities and functions of the Assistant City Manager and administrative support staff as assigned by the City Manager.
3. Exercises considerable independent judgment in planning, implementing, overseeing and reviewing major city projects as assigned by the City Manager.
4. Coordinates the functions and activities of specific departments designated by the City Manager. Provides general direction and supervision to assigned department directors.
5. Works with various City departments to manage development/re-development projects, resolves inter-departmental conflicts associated with development/re-development projects, and generally ensures these projects progress through the City review and approval processes in a timely and customer service-oriented manner.
6. Provides to the City Manager recommendations regarding existing development-related ordinances that need to be modified to provide additional flexibility without sacrificing standards.
7. Exercises initiative, discretion and independent judgment within broad policy framework in carrying out policy interpretation for departments and other interested parties.
8. Works closely with City Council members, the City Manager, the Assistant City Manager, and department directors in planning, organizing and implementing programs for a variety of municipal operations.
9. Provides leadership development to facilitate succession planning and the professional development of City staff.
10. Leads and supports the City's emphasis related to customer service improvements.
11. Assists the City Manager in coordinating and/or negotiating cooperative activities/agreements among governmental agencies, as well as private companies, requiring City cooperation.
12. Represents the City to the media in all forms as necessary and appropriate.
13. Meets and corresponds with various governmental officials, citizens, professional and business organizations to answer questions, resolve problems, and secure cooperation in carrying out programs. Required to travel for legislative activities and other off-site meetings on a frequent basis.

14. Implements the City Manager's directives regarding policy and procedure, advises and recommends changes, facilitates and coordinates any approved changes.
15. Serves on a variety of boards, commissions, and ad-hoc groups as assigned.
16. Supports and provides direction to the City's meet-and-confer negotiations with employee groups.
17. Works with state and federal legislators on City-related legislative priorities.
18. Briefs the City Manager and other administrators in a timely manner on matters of importance and urgency.
19. Initiates, coordinates, and implements new or revised administrative policies and procedures as approved by the City Manager.
20. Prepares and presents reports to City Council, the City Manager and other organizations and committees.
21. Maintains and enhances professional knowledge and skills via self-managed professional development.
22. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide effective customer service.
23. Serves as the Chief Administrative Officer during the absence or incapacity of the City Manager.
24. Other duties as assigned by the City Manager.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Requires thorough knowledge of municipal operations, policy administration, contract negotiations, strategic planning, supervision, project management, budget management, decision-making processes, legislative processes, organizational culture, leadership development, problem solving, and working with the media.

Abilities

Provides leadership to department heads and other City staff; analyzes a wide variety of administrative, operational, fiscal and organizational problems and makes sound recommendations for solutions; delivers effective presentations to a wide variety of constituencies; follows oral and written instructions; exhibits exceptional interpersonal skills and communicates effectively, both verbally and in writing; deals effectively, cooperatively, and courteously with a wide variety of individuals and groups, including City management and staff, community leaders, City Council, government agencies, state and federal legislators, and the general public; exhibits political skill and savvy in helping to coordinate information for municipal elections; exhibits skill in dealing with the media; develops project plans and budgets; ensures assigned operations and projects perform within established budgets; supervises individuals of varying technical skills; develops long-range, strategic/master plans; performs the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the City Leadership Team in carrying out the City's stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with specialization in Public or Business Administration or related discipline, plus at least five years professional work experience in government/public sector. A Master’s Degree in Public or Business Administration is highly desirable and may be substituted for one year of required work experience. Experience leading large organizations and managing large budgets is required. Experience successfully managing large-scale projects is required. Experience working collaboratively with multiple public sector entities is desirable.

Physical Requirements

Tours facilities, operates a personal computer with keyboard and/or mouse, and holds and grips objects.

Working Environment

Primarily indoors with heating and cooling regulated in an office environment, but involves frequent tours of facilities (some without environmental control) and outdoor environments. Requires frequent travel.

Licensing/Certification

ICMA Credentialed Manager certification desirable.

Miscellaneous Requirements

The City encourages residency within the City limits throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5382 (established position)
	Updated Abilities	Date: 6/21/04

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____