



City of Phoenix DEPUTY CITY MANAGER (Non-classified)

JOB CODE 06080

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to work with a group of department heads to coordinate their efforts toward the achievement of their departmental objectives and the objectives of the City government as a whole. Duties include exercising leadership with department heads and advising the City Manager and Assistant City Manager in the determination of program needs, the preparation and presentation of programs for approval by the City Manager and City Council, and the coordination of the implementation of approved programs. A Deputy City Manager exercises considerable initiative and independent judgment in representing the City Manager within an assigned area of responsibility and exercises delegated representative authority over department heads and other employees in that area. The Deputy City Manager works under the general direction of the City Manager and Assistant City Manager and work is subject to evaluation on the basis of results obtained.

ESSENTIAL FUNCTIONS:

- Works with the City Manager, the Assistant City Manager and department heads in planning, organizing, coordinating and implementing programs affecting assigned areas of responsibility;
- Coordinates with other managers of City services on matters affecting their areas of responsibility;
- Briefs the City Manager on issues of concern in the departments and functions in assigned area of responsibility to assure proper action;
- Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their help in carrying out various programs;
- Coordinates the preparation of annual budget for departments within assigned area;
- Reviews results of major studies and coordinates the preparation of reports and recommendations;
- Confers with employees and employee group leaders on grievance problems;
- Attends Council meetings and makes reports concerning activities for which responsible as requested by the City Manager;



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- Confers with officials of City, county, state and federal agencies regarding plans and priorities for existing and planned programs;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration and municipal government.
- Public administrative research methods, techniques and report presentation.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Learn the City programs and problems and resources available to resolve municipal problems.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Organize and coordinate the efforts of several City departments and functions with other governmental or private agencies to accomplish program goals or objectives.
- Analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions.
- Develop working procedures and programs.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



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drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ten years of experience in municipal management positions with authority for program direction and budget administration, or coordination and supervision of such functions, and a master's degree in public or business administration, engineering or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.