

City of South San Francisco  
Human Resources Department

**Deputy City Manager**  
Class Description

**Definition**

Under direction of the City Manager, provides comprehensive leadership and direction to assigned major City functional areas, including inter-departmental projects or programs; oversees communications and community outreach; performs policy and legislative analysis, coordinates the activities of assigned staff and services; represents the City and fosters cooperative working relationships with community groups, intergovernmental agencies and City staff. Performs other related work as required.

**Distinguishing Characteristics**

The Deputy City Manager is distinguished from Assistant City Manager in by the assignment of programmatic responsibilities, with a focus on intergovernmental relationships, policy analysis, and public communications. It is further distinguished from the Assistant to the City Manager by its supervisory responsibilities and by the level and scope of functional responsibilities. Specific programmatic responsibilities may vary based on needs and as assigned by the City Manager or Assistant City Manager

**Typical and Important Duties**

1. Assists the City Manager and Assistant City Manager in the development of a variety of plans, programs, and projects designed to better the City, including the development of short- and long-range City strategies.
2. Supervises assigned staff City Manager's office, may supervise staff assigned to cross-departmental teams.
3. Directs, oversees and participates in the work plan for assigned projects and program areas; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
4. Assists in the development and administration of the City Manager's Office budget as it relates to assigned functional areas; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
5. Formulates, recommends, and administers policies and procedures including those governing special projects.
6. Conducts legislative analysis to determine the effect of proposed legislation on assigned functional areas and related City operations.
7. Represents the City and City Manager in meetings with other City and government agencies.
8. Analyzes and prepares reports on assigned programs and projects for the City Manager, Boards and Commissions and Council.
9. May serve as Public Information Officer or Government Liaison for Emergency Operations.
10. Provides information and briefings to the press relative to news releases.

11. Maintains communication and coordinates City activities with outside agencies and organizations; serves as liaison with department directors, City Council, City Manager, and other external agencies.
12. As assigned, manages Citywide programs and functions, including but not limited to public information and communications, community outreach and events, social media coordination, emergency operations planning, sustainability initiatives, equity and inclusion,
13. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
14. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles, practices, and procedures of public administration as applied to assigned program and service areas.
- 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.
- Technology and systems for public communications, including social media, websites, and related platforms.
- Effective public presentation methods for diverse audiences
- Social and political issues, and legislative developments affecting City operations, programs, and services.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Ordinances, resolutions, and laws affecting the operation of the City.
- Principles and practices of organization and administration.
- Principles of management, supervision, training, and employee development.
- Principles and procedures of general purchasing, fiscal management, budget, and office management.

#### *Ability to:*

- Analyze problems and propose solutions; elicit the cooperation of others to affect solutions; negotiate with others the affects of the proposed solutions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex analyses and reports, including conclusions and recommendations.
- Make presentations to elected and appointed officials.
- Communicate effectively with diverse multi-cultural groups.
- Establish and maintain effective and cooperative relationships with the public, staff, the press, contractors, consultants, and other elected and appointed officials.
- Interpret and work in accordance with ordinances, resolutions, and laws affecting the City.
- Make sound decisions in a manner consistent with the essential job functions.

- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Acquire a thorough knowledge of applicable City policies and procedures.
- Read, interpret, and accurately apply a variety of federal, state, and local rules and regulations.
- Coordinate various projects with other City employees and public officials.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in*

- Operating personal computer and its associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible municipal or county government experience, including two years in a senior management or administrator capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in public or business administration, or related field. A master's degree in public administration or a related field is desirable.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able 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; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office and/or field setting.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-

shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	11/09/22
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Executive Management
ADA Review:	
DOT:	No
Physical:	N/A
Status:	Unclassified (At-Will)/Exempt
EEOC Category:	1
Job Code:	N200