

CITY OF SOLANA BEACH

Administrative Services
Director/Deputy City Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general administrative direction, performs highly responsible and complex professional administrative support to the City Manager in planning, managing, coordinating, and evaluating the activities of all City departments; directs and oversees various special projects and associated operations including the Human Resources, Information Technology, Community Services and Recreation departments; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides work direction and guidance to departments as necessary; administers the City government in the absence of the City Manager; performs related work as required.

CLASS CHARACTERISTICS

This is a single incumbent position serving as a member of the Executive Management team. The Administrative Services Director/Deputy City Manager acts with a high degree of independence of action and decision-making ability in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines. The incumbent is expected to develop methods and procedures and solve problems encountered. Except where a significant deviation in policy is involved or area of assignment is controversial, most work is not reviewed directly by the City Manager and when work is reviewed, the review is directed toward final outcomes and results. Administrative Services Director/Deputy City Manager is an unclassified, at-will, FLSA exempt position.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provides assistance and support to the City Manager; plans, recommends, implements and administers City-wide policies, goals and objectives.
2. Assists the City Manager in planning, organizing and directing the services and activities of City departments and programs; supervises the work of management, professional, and administrative staff; manages day-to-day routine associated with assigned governmental operations of the City; serves as Acting City Manager in the City Manager's absence.
3. Implements directives and policy from the City Manager; meets and coordinates with department directors in order to develop, implement and direct programs, projects and goals focused on achieving the City's mission and priorities; assigns projects and programmatic areas of responsibility; meets with department directors to identify and resolve organizational and operational problems both within departments and across departmental

- lines; ensures the successful completion and implementation of programs and projects to achieve City and department goals.
4. Manages and directs various functions of the City Manager's Office including Human Resources, labor relations, legislative analysis, public information, public arts, capital improvement projects, major City-wide projects, intergovernmental relations, and other services; serves as chief negotiator on the City's labor relations team.
 5. Manages and directs the functions of the Human Resources, Information Technology, Community Services and Recreation departments.
 6. Plans and prepares the City's Capital Improvement Program; monitors project implementation activities and funding opportunities.
 7. Oversees the City's grant program; provides training to staff of securing grants; out-sources grant preparation as needed; establishes and implements programs to assist in securing additional grants for the City.
 8. Assists the City Manager with the selection of department directors; directs and evaluates the performance of department directors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends and implements disciplinary action up to and including termination to address performance deficiencies or rule/policy violations.
 9. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes; assesses future staffing needs.
 10. Assists in developing and implementing the budget and long range goals for the City; monitors the assigned budgets and approves expenditures as needed.
 11. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, City management and outside agencies; presents reports to the City Council and other commissions, committees and boards; supervises the drafting of press releases and materials for dissemination to the media and public.
 12. Represents the City Manager's Office to outside agencies and organizations; serves as liaison with City Council and external agencies.
 13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
 14. Responds to and resolves difficult and sensitive inquiries and complaints.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field. Master's degree in related field is highly desirable.

Experience:

- ◆ Five years of increasingly responsible administrative experience in municipal or local government including at least three years of management experience.

Knowledge and Abilities

Knowledge of:

- ◆ Advanced principles and practices of public administration including the organization, functions and issues related to municipal or local government.
- ◆ Operations, services and activities of a municipal or local government.
- ◆ Current social, political, and economic trends and operating issues of municipal government.
- ◆ Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- ◆ Advanced principles and practices of municipal or local government program development, budget preparation and decision making.
- ◆ Principles of effective public relations and interrelations with community groups and agencies, private businesses, and other levels of government; advanced interpersonal relations techniques.
- ◆ Pertinent Federal, State and local laws, codes, rules, and regulations.
- ◆ Principles and practices of personnel administration including labor negotiations.
- ◆ Methods and techniques of research, data collection, statistical analysis, report presentations and public speaking; business letter writing and report preparation; grant writing and program development.
- ◆ Advanced principles and practices of employee supervision, training and discipline; performance evaluations; employee relations.
- ◆ Appropriate safety precautions and procedures; safe driving principles and practices.
- ◆ A variety of software applications as needed to effectively execute the duties and responsibilities of the position.

Ability to:

- ◆ Provide effective leadership and support to the City Manager; coordinate the activities of a municipal organization.
- ◆ Effectively administer a variety of City-wide programs and administrative activities.

- ◆ Oversee and direct a variety of special projects and programs.
- ◆ Analyze a variety of administrative and organizational problems; identify alternative solutions and consequences of proposed actions; make sound policy and procedural recommendations; implement recommendations in support of organizational goals.
- ◆ Exercise independent judgment and work under minimal supervision.
- ◆ Ensure compliance with Federal, State, and local rules, laws, and regulations; learn, apply and interpret laws, regulations and rules; develop policies and procedures.
- ◆ Prepare and administer annual and long-range programs and budgets.
- ◆ Write technically sound, clear, concise and persuasive reports and other materials; make effective public presentations.
- ◆ Plan, organize and direct the work of staff; select, supervise, train, and evaluate staff.
- ◆ Identify and respond to community, City Manager and City Council concerns, issues and needs.
- ◆ Establish and maintain effective relationships with those contacted in the course of work.
- ◆ Communicate clearly and concisely, both verbally and in writing; read, understand and apply difficult materials.
- ◆ Analyze unusual situations and resolve through application of City policy and requisite knowledge; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- ◆ Conduct thorough investigations including research, collection, compiling, and analyzing information and data.
- ◆ Operate related office equipment including a computer.

Special Requirements

- ◆ Possession of or ability to obtain a Class “C” California driver's license within six (6) months of hire; and possession of a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein 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 these essential job functions.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

- ◆ **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment as well as to function as the Incident Commander under emergency conditions. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ◆ **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- ◆ **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments. Individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment. Availability for emergency calls.

Date Adopted:
Date Revised: N/A

[City of Solana Beach](#)

[Associated Benefits](#)