FLSA: Exempt*

Deputy Town Manager

SUMMARY

Under administrative direction of the Town Manager, assists in planning, organizing, directing, and administering Town-wide operations, strategic initiatives, and organizational priorities; provides executive oversight of assigned departments, programs, and special projects; serves as a principal advisor to the Town Manager; represents the Town in interactions with elected officials, governmental agencies, community organizations, and business stakeholders; serves as Acting Town Manager in the absence of the Town Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises general direction over assigned department directors, management, supervisory, professional, technical, and administrative support staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists the Town Manager in directing and administering Town operations and strategic initiatives.
- Provides executive oversight of assigned departments and organizational functions.
- Develops, implements, and evaluates organizational goals, policies, strategic initiatives, and performance measures.
- Directs, coordinates, and evaluates departmental operations to ensure efficient and effective service delivery.
- Reviews departmental budgets, staffing plans, operational priorities, and performance objectives.
- Conducts organizational studies and operational analyses; develops recommendations to improve efficiency and customer service.
- Leads major Town initiatives involving organizational effectiveness, economic development, infrastructure, technology, community enhancement, and other strategic priorities.
- Represents the Town Manager before the Town Council, governmental agencies, community organizations, businesses, and the public.
- Prepares and presents reports, staff reports, agenda items, recommendations, and presentations.
- Participates in the development and administration of the Town budget.
- Provides leadership, coaching, succession planning, and performance management for assigned executive staff.
- Participates in emergency preparedness and disaster response activities.

- Serves as Acting Town Manager in the absence of the Town Manager.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Town Manager is an executive management position responsible for providing leadership and oversight of multiple departments and functional areas as assigned by the Town Manager. Departmental assignments may change based upon organizational needs, strategic priorities, succession planning objectives, special projects, or operational requirements. The position exercises significant independent judgment, political acumen, and discretion in carrying out Town objectives and Council priorities. This classification is distinguished from the Town Manager in that the Town Manager serves as the Chief Executive Officer of the organization and has ultimate responsibility for all municipal operations. The Deputy Town Manager assists in carrying out those responsibilities and may exercise delegated authority over assigned functions and departments.

This position is intended to provide organizational flexibility and may oversee a broad portfolio of municipal services, including but not limited to Community Development, Public Works, Engineering, Economic Development, Animal Services, Recreation, Code Enforcement, Information Technology, Finance, Human Resources, Public Information, Housing, Grants, and other divisions as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Requires a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, Finance, Engineering, Planning, Political Science, or a closely related field; and ten (10) years of progressively responsible management experience in local government, including at least five (5) years in a senior executive, department director, assistant city manager, deputy city manager, deputy town manager, or comparable leadership role. A Master’s Degree in public administration or a closely related field is highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver’s license with satisfactory driving record and automobile insurance.

Knowledge of:

- Principles and practices of municipal management and local government administration.
- California municipal government operations and public sector management.
- Public policy development and implementation.
- Strategic planning and organizational development.
- Budgeting, fiscal management, and public finance.
- Personnel administration, labor relations, and leadership principles.
- Municipal laws, regulations, and government procedures.
- Project management and performance management methodologies.
- Principles of economic development and community engagement.
- Intergovernmental relations and public-sector partnerships.
- Emergency management principles and practices.

- Public meeting procedures and Brown Act requirements.

Ability to:

- Provide effective executive leadership in a complex public organization.
- Manage multiple departments and major initiatives simultaneously.
- Analyze complex administrative, financial, operational, and policy issues.
- Build collaborative relationships with elected officials, employees, businesses, and residents.
- Exercise sound judgment in politically sensitive situations.
- Communicate effectively orally and in writing.
- Develop consensus among diverse stakeholders.
- Lead organizational change and continuous improvement efforts.
- Interpret laws, regulations, and policies.
- Prepare clear and persuasive reports, presentations, and recommendations.
- Foster an organizational culture centered on service, accountability, and innovation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*