

Cottonwood Heights

Job Description



Title:	Deputy City Manager	Code:	
Division:	Administration	Effective Date:	10/12
Department:	Executive	Last Revised:	10/12

GENERAL PURPOSE

Performs a variety of **professional executive and managerial** duties in support of the City Manager in the day-to-day planning, directing, organizing, processing and controlling the administrative and executive processes necessary to carry out the efficient and economic operation of the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision and oversight to the City Recorder, Emergency Manager, Events Coordinator, and Arts Council Assistant.

ESSENTIAL FUNCTIONS

Assists the City Manager in the administration and management of the day-to-day operations and internal affairs of the city; reviews and recommends policies, procedures and processes as needed to implement the decisions of the City Manager; performs and directs research on issues, policies, and political developments; makes recommendations for executive and administrative actions; makes recommendations for legislative actions, consistent with the direction of the City Manager; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety. Sits as a member of the city's management team; participates in synergistic decision-making to further the mission of the city; promotes innovation and creativity to help define objectives and determine operational strategies; monitors contracts assigned for compliance and renewal, participates in professional job-related associations; maintains appropriate certifications including NIMS 100 and 200.

Performs the duties of the City Manager during the Manager's absence.

Functions as the Director of Human Resources.

Promotes an effective and responsive organizational culture. Develops and assists in the implementation of new or revised programs and organizational structure.

Participates in the development of the City's budget, monitors department expenditures, and makes recommendations to the City Manager.

Represents the City Manager's office at various meetings and participates on outside government agencies, non-profits and other citizen groups when necessary.

Undertake special studies/projects relating to the city

Review and evaluate city wide employee performance evaluations and take action regarding personnel matters

Represent the city and the city manager's office to outside agencies and organizations and individuals;

Human Resources: Responsible to provide leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional advice to the city officials, department heads and employees; communicates official plans, policies and procedures to staff and the general public. Conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; prepares eligibility lists and certifies finalists in the recruitment process; monitors and verifies appointments are made in accordance with established policies and rules; administers selection tests to applicants; conducts background investigations. Responsible to hold orientation meetings when an employee starts work and exit interviews when employee's term of employment ends. Creates and maintains exit clearance checklists and procedures to verify that employee returns all City equipment upon employee's exit from employment with the City.

Monitors and ensures city-wide compliance with various federal regulations and guidelines, including, FMLA, COBRA, and ADA; serves as the ADA Coordinator; manages city efforts to maintain a drug-free workplace and enforcing drug and alcohol abuse programs.

Researches and recommends to the City Manager relevant personnel policies, including benefits programs.

Exercises initiative, discretion and independent judgment within broad policy framework in carrying out policy interpretation for departments and other interested parties.

As part of a team including the Finance Director and Benefits Coordinator, plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plan, paid time off, bonus pay, and special employer sponsored activities; analyzes existing benefits policies. Prepares a variety of studies, reports and related information for decision-making purposes; conducts wage survey within labor market to determine competitive wage rate; analyzes existing benefits policies of organization, and analyzes best practices among similar organizations to establish competitive benefits programs; coordinates, creates and maintains position classification system.

Initiates the development and implementation of recognition, training and incentive programs; conducts training for various departments upon request; monitors departmental compliance with certification and licensure requirements for city positions; assists employees to resolve work related problems; develops working relationships with community professionals as needed to secure special employee assistance. Coordinates City performance management program; facilitates the development of performance standards and goals; monitors quality of performance documentation to support and defend personnel actions.

Manages the ongoing process of ensuring internal pay equity and market comparability; conducts or directs the conducting of labor market studies and analysis; maintains accurate and up to date job descriptions as needed to ensure the accuracy of job classification and pay grade determination. Assists in developing budget proposals for personnel services, medical and health insurance, city liability, auto/equipment, and property insurance; monitors expenditures to assure compliance with established fiscal programs; negotiates with benefit providers and administrators for program provisions, premiums etc.; coordinates research in benefit program enhancements and cost containment.

Risk Manager: In conjunction with the Utah Local Government Trust, works closely with all elected officials/department heads to observe current city programs and procedures to maximize safety and recognize and mitigate risk; implements risk management programs and procedures as required. Coordinates city-wide risk management programs with department heads; maintains proper levels of insurance on fixed assets; maintains official records on city liability, vehicle/equipment and property insurance; sits as chair of city claims review committee which makes recommendations for payment or non-payment; monitors worker's compensation claims; monitors number, type and cost of claims; coordinates timely return to work.

Emergency Management: Provides oversight and supervision to the Assistant Emergency Manager. Assists in coordinating the development, administration and operations of the Cottonwood Heights emergency plans with city departments, governmental agencies, private organizations and volunteer groups.

Attends city council meetings; may provide administrative assistance to various city boards, commissions, outside government agencies, and other citizen groups relative to goals, actions and activities of the city; participates in decision-making processes; prepares staff reports and materials addressing issues and operations; develops recommendations for alternative courses of action.

Represents the city as directed by the City Administrator; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Performs a variety of special projects as assigned.

Performs related complex administrative and management duties as required; must use independent judgment when completing tasks.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in Public Administration, Political Science, Business Management, Urban Planning, Accounting or a closely related field;
 - AND
 - B. Ten (10) years of progressively responsible work in municipal management three (3) of which are professional human resource experience
2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws and regulations relating to municipal government, bookkeeping, accounting; laws governing records retention, and GRAMA; human resource management methods and practices; City operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to personnel management practices; employee benefits programs and costing procedures; the sensitivity and complexity of city government political environments.; administrative procedures; and inter-relationship of various city functions. **Some knowledge** of general research methods, sources, and procedures.

Considerable Skill in the art of mediation, diplomacy and cooperative problem solving; in mediation and employee relations; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal and other local officials, elected officials, subordinate staff, and City residents.

Ability to plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public. Ability to maintain strict confidentiality related to sensitive administrative information.

Ability to understand and interpret laws and ordinances governing the operation of the city; exercise initiative, independent judgment and act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

Must be bondable

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.