

**CITY OF FERNLEY**  
**Deputy City Manager**

**Created:**  
**FLSA Status: Exempt**

**Updated:**  
**Pay Grade:**

**DEFINITION:**

Under executive direction of the City Manager, performs highly responsible and complex professional managerial work while assisting the City Manager with the direction and coordination of assigned City departments and/or divisions; provides leadership in the formation and implementation of policies and procedures for assigned departments; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; and provides responsible managerial assistance to the City Manager, City Council, and department heads.

**DISTINGUISHING CHARACTERISTICS:**

This position is a senior management level position that assists the City Manager in administering the overall operations of meeting the City's established mission and goals. The individual is responsible for the day-to-day coordination and administration of assigned functions, including, but not limited to Development and Redevelopment.

**ESSENTIAL FUNCTIONS:** *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class.*

1. Assume full management responsibility for assigned functions, services, and activities of the City including overseeing assigned departments and divisions; provide direction and guidance to assigned staff for implementation of City Council policies and goals.
2. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Assess and monitor workload, administrative support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through management level staff, the work plan for assigned functions; assign projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implements budgetary adjustments as appropriate and necessary.
6. Maintain communication and coordinate assigned City activities with outside agencies and organizations; serve as a liaison with department directors, City Council, City Manager, and other external agencies.
7. Coordinate and participate in providing responsible staff assistance and professional analysis to the City Manager, City Council, and other City boards and commissions as assigned; attend City Council meetings and other public meetings.

8. Respond to requests for information from community residents, businesses, the media, and other outside agencies; respond to and resolve difficult and sensitive citizen inquiries and complaints.
9. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration and management; incorporate new developments as appropriate.
10. Assist in development processes and facilitate review and approval of local and interagency water policy and partnering programs.
11. Participate on a variety of boards, commissions and committees as required by water rights protection program; prepare and present staff reports, and other necessary correspondence related to water policy and water rights protection.
12. Performs related duties and responsibilities as required and other duties assigned.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Abilities:**

#### **Knowledge of:**

- Advanced principles and practices of public administration involving municipal government.
- Principles of the City programs and projects, challenges, and resources available to resolve municipal issues.
- Principles and practices of public administration, management and organizational theories and practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles underlying the laws and regulations of the municipality.
- Principles of Community Relations and Organizing.
- Principles of Emergency Planning and Management, Emergency Incident Command Systems and Emergency Communications.

#### **Ability to:**

- Interpret and apply Federal, State and City policies, procedures, rules, and regulations.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Demonstrate political acumen, deal positively with confrontation and controversial issues, facilitate community participatory decision making to resolution.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate assigned personnel.

- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Work with various cultural and ethnic groups in a tactfully and effectively.
- Ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.
- Effectively communicate, both verbally and orally with staff, the public, City Council and those you interact with in the course of business.

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Possession of a valid Nevada driver’s license or access to alternate means of travel.

**EXPERIENCE AND TRAINING:** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Equivalent to a Bachelor’s Degree from an accredited college or university in business or public administration, organizational management, organizational development or a closely related field and four years of progressive experience in public administration at a level which requires broad participation in policy research and analysis, and various areas of organizational operations of which two years in a senior administrative or supervisory capacity; a Master’s Degree in a related field is desirable.

**DESIRABLE CHARACTERISTICS:**

The successful candidate will possess a thorough understanding of municipal government and its interaction with other governmental entities. The ideal candidate is a problem solver who utilizes a systematic approach to address issues. He or she must have excellent analytical and organizational skills and be a proponent of quality customer service. To be successful, the individual must be an excellent communicator who enjoys establishing and maintaining effective working relationships with public officials, other City employees, and the public.

**WORKING CONDITIONS:**

Work is primarily performed indoors with a generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise, periodic contact with upset and potentially angry or frustrated individuals, frequent interruptions of planned work activities by telephone calls, office visitors, and unplanned events.

**EMPLOYEES ACKNOWLEDGEMENT:** *I acknowledge that I have read and understand the above job description and have received a copy for my records.*

*This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|  
Printed name: \_\_\_\_\_

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