



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Revised Class Specification for Deputy City Manager

**MEETING DATE:** November 20, 1996

**SUBMITTED BY:** Joanne M. Narloch, Human Resources Director

**RECOMMENDED ACTION:** The City Council approve the class specification for Deputy City Manager.

**BACKGROUND INFORMATION:** The job specification has been revised to reflect and clarify the current responsibilities and duties of the position.

**ANNUAL COST:** N/A

**FUNDING:** N/A

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

**APPROVED:** \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-174

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATION  
FOR DEPUTY CITY MANAGER

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BE IT RESOLVED, that the Lodi City Council does hereby approve the revised class specification for the Deputy City Manager, as shown on Exhibit A, attached hereto.

Dated: November 20, 1996

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I hereby certify that Resolution No. 96-174 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 20, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock  
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
JENNIFER M. PERRIN  
City Clerk

CITY OF LODI

November 20, 1996

**DEPUTY CITY MANAGER**

DEFINITION:

Under direction of the City Manager, assists the City Manager in planning, coordinating, and organizing the overall administrative activities of the City; coordinates activities among and with other departments; fosters cooperative working relationships with community groups, inter-governmental agencies, and staff; and provides staff assistance to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS:

This single position classification is a management level position in the City Manager's office. This position is responsible for assisting the City Manager in developing, planning, implementing, and administering City-wide goals and objectives as well as policies and procedures necessary to provide City services. The Deputy City Manager may be assigned overall administrative responsibility for all City activities in the absence of the City Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Provides assistance and advice to the City's management staff; coordinates inter-departmental activities as well as City activities with outside agencies and organizations.
- Assists the City Manager in the development and administration of the City's budget; analyzes and forecasts City revenues and expenditures; monitors expenditures.
- Directs, oversees, and participates in a variety of activities within the City Manager's Office; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas; prepares and presents staff reports and other necessary correspondence.
- Meets with members of the public including members of the business community and citizen groups to develop programs and implement projects to solve city service problems and explain City policies, procedures, goals, and objectives; negotiates agreements and resolves difficult City administration related problems and questions.
- Provides staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City administration activities and programs.
- Reviews and responds to citizen complaints or requests for information; oversees the preparation of City publications.
- Trains, motivates, and evaluates administrative staff; establishes and monitors performance objectives; prepares and presents performance reviews; provides or coordinates staff training.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern and highly complex principles and practices of municipal government administration, departments, organization, and economic development functions and services.

Principles of personnel administration, supervision, and training.

Methods and techniques of public administration research, analysis, and report preparation.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Select, supervise, train, and evaluate professional staff.

Interpret applicable laws, rules, and regulations.

Prepare and analyze fiscal and organizational reports, statements, and correspondence.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Develop, prepare, and administer a large municipal budget.

Establish and maintain cooperative working relationships with City Council members, staff, committee members, public officials, business leaders, and the general public.

Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. A Master's degree in public administration is highly desirable.

Experience:

Four years of increasingly responsible administrative and management experience.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.