

Deputy City Administrator

DEPT: Office of the City Administrator	FLSA: Exempt
DIV: Public Relations	EEOC: Admin Support
DATE: March 2018	



POSITION SUMMARY

Performs a variety of **professional and administrative** duties related to the management of special projects assigned by the City Administrator and Assistant City Administrator; develops and coordinates City wide performance management program; coordinates CDBG program; develops strategic communication plans for government relations activities and consults with appropriate department managers regarding the execution of those activities; supervises all operational activities associated with these functions.

SUPERVISION RECEIVED

Works under the guidance and direction of the City Administrator and Assistant City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to entry-level analyst(s). May act as supervisor of department(s)/division(s) and/or administrative intern(s).

ESSENTIAL FUNCTIONS

Acts as facilitator in assigned areas of city management operations to promote positive change in policy, best practice and procedures; as assigned, coordinates with department heads to implement change in city policy and processes; assists Department Directors with completion of projects in order to facilitate their established goals/objectives as needed; facilitates an environment that encourages interdepartmental cooperation; serves as a liaison between the City Administrator's Office and staff throughout the City to gather information, share ideas, and provide resources to Department Directors and staff.

Attends and/or conducts various city meetings; attends City Council meetings; provides administrative assistance to various city boards and commissions; participates in decision-making processes; prepares staff reports and materials addressing issues and operations; develops preliminary recommendations for alternative courses of action; represents the City Administrator's Office at various meetings and participates on various boards and commissions, outside government agencies, and other citizen groups relative to goals, actions and activities of the City.

Develops and manages the citywide performance management program; works with department directors to develop, track and report performance measures; analyzes data from performance measures and makes recommendations to city administration and department directors based on outcomes.

Coordinates the Community Development Block Grant (CDBG) program; acts as a liaison between Lehi City and other government agencies associated with the program; facilitates the distribution of funds and is primarily responsible for tracking and reporting how funds are used; completes all required paperwork and reports.

Acts as city-wide purchasing officer; prepares RFP and RFQ documents; cooperates with department heads as needed to ensure accuracy of requests and solicitations; facilitates the review and selection of vendors.

Serves as the City's official liaison with non-governmental agencies that receive City funds (i.e. Lehi Arts Council, John Hutching Museum, Lehi Archives, etc.).

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a Bachelor's degree in public administration, business administration or related field; a Master's degree in public administration or related field;

AND

- B. Two (2) years of progressively responsible experience in the public sector;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of management theory, methods, and practices.

Considerable skill in resolving disputes and complaints from the public; demonstrating analytical and conceptual problem-solving; time management, research, event planning, budgeting, cold-calling and public speaking; demonstrating a high proficiency in reading and writing; computers, as well as Microsoft Office Suite and database management software.

Ability to communicate clearly; be an excellent writer and verbal communicator; interact professionally with community; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervisor the work of professional and administrative subordinates as assigned; perform and/or manage the performance of high-level, sophisticated research and evaluation efforts; to establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public; use good judgment.

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. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(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.

I _____ have reviewed the above job description. Date: _____
(Employee)