

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: DEPUTY CITY MANAGER - DEVELOPMENT**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: CITY MANAGER**

**JOB CODE: 1013**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs administrative and technical management work assisting the City Manager in the overall management of the City. Manages and supervises the activities of those operational departments and divisions under the City Manager. Performs professional work requiring considerable skill in managing the daily operations of the following divisions: building, code and health services; business development, community planning, and engineering services. Interacts with the community and collaborates with management staff and elected officials.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plans, organizes and provides management direction to assigned departments and divisions to increase their efficiency and effectiveness; prepares strategic plans and annual work objectives.

Coordinates the efforts of departments to solve or prevent organizational problems and to ensure that inter-departmental operations complement one another.

Plans and implements short-term or annual goals, objectives, and strategies for the City, departments, projects, or programs to ensure efficient organization and completion of work.

Works with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department or division for action and follow-up.

Reviews agenda items submitted by assigned staff to assure accuracy and content.

Works independently on day-to-day activities; confers with the City Manager and others in the management team on policy review questions or to brief them on progress regarding various projects or programs.

Exercises general supervision directly, or through subordinate supervisors, over all employees in assigned departments, including administrative support personnel, and employees of the divisions of building, code and health services; business development; community planning; and engineering services.

Supervises and directs the work of assigned staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each assigned area.

Works with City Manager to prepare and present agenda items at City Council meetings.

Prepares operating budget for the assigned departments/divisions, including accomplishments; workload measurements; and management goals.

Supervises preparation of agendas and minutes of the various boards, committees and commissions as assigned; prepares related reports and documents as required.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      Calculator                      Fax Machine                      Telephone

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree (Master's degree preferred) from a four-year college or university in public administration, planning, community development or a related field; and, six or more years of progressively responsible management experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of public administration.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

Principles and practices of city planning, community and economic development.

Applicable state, federal and local laws, rules and regulations relating to zoning, land use, building and life safety codes.

Computer applications related to the work.

**Skill in:**

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Planning, organizing, assigning, directing, reviewing and evaluating the work of others.

Selecting and motivating staff and providing for their training and professional development.

Communicating clearly and effectively with others, both orally and in writing.

Making oral presentations before groups of people.

Establishing and maintaining effective working relationships with a variety of people.

Preparing and monitoring budgets.

Planning and conducting special projects.

**Mental and Physical Abilities to:**

Speak effectively and respond to questions before groups of employees, officials, and the general public.

Deal with the public and elected officials in an effective and diplomatic manner.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Adapt to change, and to actively influence and motivate a variety of people in changing situations.

Define problems, collect data, establish facts and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Operate with multiple deadlines and competing demands.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, and talk or hear.

**Working Conditions:**

The incumbent's working conditions are typically quiet.

