

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Deputy City Manager
JOB CLASSIFICATION: Deputy City Manager
DEPARTMENT: Executive


REPORTS TO: City Manager

SALARY GRADE: 29

FLSA EXEMPT: Yes

REPRESENTATION: Non-Represented

Approvals: CM:  date: **APR 27 2021**

Approvals: HR:  date: **4.27.21**

GENERAL DESCRIPTION:

The Deputy City Manager's (DCM) principal role is to assist and support the City Manager with a broad range of administrative tasks and functions. Under the City Manager's direction, the successful candidate will assist in the oversight of all City departments and coordination of unique projects and interdepartmental initiatives. The DCM will perform various management duties relating to municipal government and serve as a strategic advisor and liaison to the City Manager and the City of Mill Creek's leadership team. The DCM will provide professional advice to the City Manager and various officials, departments, boards, and committees concerning the development, implementation, and administration of the policies, goals, regulations, and statutory requirements related to the administrative operation of the City. The DCM will assist with the development and implementation of policies, procedures, and practices to accomplish City goals and objectives.

ESSENTIAL JOB FUNCTIONS:

- Serve as a strategic advisor and counselor to the City Manager and City leaders
- Assist in developing and implementing goals, objectives, and operational priorities for the City
- Assume day-to-day responsibility for projects and tasks identified and assigned by the City Manager
- Create and maintain cross-departmental relationships to facilitate leadership success
- Assist in coordinating activities of the City Manager, City Departments, and external agencies and organizations
- As directed by the City Manager, serve as a liaison between the City Manager and department heads, keeping the City Manager apprised of departmental activities
- Facilitate problem-solving at all levels of the municipal organization and work with department heads and senior management to ensure effective coordination and cooperation among departments
- Coordinate the continuous review of interdepartmental processes for quality control and improvement
- Assist with risk assessment at the government-wide level for fraud, loss, noncompliance or misstated financial reports
- Implement processes to monitor and measure whether internal controls are effective

In coordination with the City Manager:

- Report periodically to the governing body (or audit committee, if applicable) about internal controls
- Ensure compliance with laws, regulations, grants or contracts
- Identify any business risks that might significantly affect operations or financial condition
- Communicate policies on acceptable business practices and ethical behavior to employees (e.g. training or awareness programs)
- Assist with identifying specific areas or locations most at risk of fraud or loss
- Assist with the examination of prior audits to ensure controls are in place to maintain compliance
- Monitor and evaluate the progress of departments towards key performance indicators, goals, and objectives
- Supervise department heads and administrative staff and participates in the hiring, training, performance evaluations and discipline
- Co-formulate policies and establish procedures for all City functions
- Assist in the resolution of inquiries and complaints from the public and other organizations
- Assist the Council with strategic and long-range planning for the City
- Provide staff support to Council Committees and other City Boards and/or Commissions as directed by the City Manager
- Attend Council meetings and represents the City Manager when required
- Coordinate and provide administrative support for special City projects, including planning, designing, implementing, and evaluating projects, management studies, introducing new programs, and various professional services
- Plan, coordinate, and develop the City's biennial budget with the City Manager and Finance Director
- Establish budget procedures and systems with the Finance Director
- Accumulate data from City departments to analyze and monitor for compliance with approved budgets with the Finance Director
- Coordinate with the Finance Director in the planning, directing, and organization of accounting activities for the City. Assist with oversight of annual and interim financial statements and reports using cash-based accounting principles and the State of Washington's BARS accounting standards
- Prepare presentations for the City Manager, the City Council, and other stakeholders
- Provide leadership, supervision, feedback, and development opportunities to staff
- Maintain appropriate confidentiality of work-related issues including, but not limited to, customer, employee, and City information and records
- Perform other related duties as required.

These functions are not designed to be a comprehensive listing of all activities, duties, and responsibilities required of the job. Other duties may be assigned or performed. Assigned tasks will fall into the general category and level of commitment described above.

QUALIFICATIONS:

To be successful, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required. The City will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Council-Manager form of government
- Structural and functional organization of the City of Mill Creek
- Budget development, financial oversight, and administration
- Social, financial, political, and environmental issues facing the City of Mill Creek
- Applicable federal, state, and local laws, codes, ordinances, and regulations
- Principles of organizational development
- Collective bargaining laws, procedures, and arbitration decisions which impact municipal operations. Must have ability to successfully assist with facilitation and negotiation of collective bargaining agreements in accordance with goals and guidelines of the City Council

Possess the requisite skills to:

- Plan, organize, administer and coordinate City programs and services
- Prepare and present clear and concise reports, correspondence, and other written materials
- Exercise sound, independent judgment within the City of Mill Creek's general policy guidelines
- Problem solve
- Organize and demonstrate effective time management

Ability to:

- Communicate effectively, both verbally and in writing
- Multitask and function effectively in high-stress situations
- Plan, lead, and review the work product of City Staff at all levels
- Establish and maintain effective professional, working relationships

Communicate and work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientation

MINIMUM REQUIREMENTS:

Experience and Education/Training:

- A Bachelor's degree from an accredited college or university with significant coursework in a field specifically related to the work identified
- Management or supervisory and administrative experience in past positions preferred
- An advanced degree or job experience working with local government and citizens and citizen organizations is desired

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.
- Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.