

CITY OF TITUSVILLE

JOB DESCRIPTION

JOB TITLE:                    **Deputy Manager**  
DEPARTMENT:                Administrative  
CLASSIFICATION:            Exempt  
REPORTS TO:                 City Manager

SUMMARY DESCRIPTION

Under general administrative direction, aids and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget, and responding to and resolving public inquiries and complaints; oversees intergovernmental relations in the areas of service delivery and legislative issues; and provides responsible staff assistance to the City Manager, City Council and Department Supervisors. Reports directly to the City Manager.

DUTIES AND RESPONSIBILITIES

This job requires the ability to perform the following duties:

- Supervise a group of Department Supervisors and or Departments including but not limited to the Public Works Departments
- Serve as Project Manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager
- Keep the City Manager informed about current or emerging problems
- Make presentations before the City Council when necessary
- Attend and participate in City Council Meetings when needed
- Assist City Manager with the Budget and Strategic Planning Processes
- Coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues
- Serve as staff liaison for a variety of Boards & Commissions; provide responsible staff support to the City Manager
- Maintain communication with other jurisdiction officials to coordinate issues and represent the City
- Attend trainings when necessary
- Perform related duties as required

## QUALIFICATIONS

### Knowledge of:

- Operations, services, and activities of a municipality.
- Principles and practices of public administration.
- Principles and practices of municipal budget preparation.
- Principles and practices of labor relations and negotiation.
- Principles and practices of program development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Business letter writing and report preparation techniques.
- Principles of supervision, training, and performance evaluation.
- Rules and regulations governing public meetings.
- Pertinent state and local laws, codes, and ordinances.

### Ability to:

- Interpret and apply City policies, procedures, laws, and regulations relating to assigned activities.
- Independently perform the most difficult administrative support services.
- Provide responsible assistance to the City Manager.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate assigned service delivery methods and techniques.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Negotiate and resolve sensitive labor relation issues.
- Interpret and apply state and local policies, laws, and regulations.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

A Bachelor's degree from an accredited college or university with a major in public administration, business administration, or a related field preferred.

Three years of increasingly responsible administrative and analytical experience within a local government environment including two years of supervisory experience.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment - Standard office setting

Physical - Sufficient physical ability to work in an office setting and operate office equipment.

Vision - See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing - Hear in the normal audio range with or without correction.