

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Deputy City Manager U (1685)**

| <b>DEPARTMENT</b>     | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
|-----------------------|-----------------------|--------------------|
| City Manager's Office | City Manager          | Exempt             |

**CLASS SUMMARY**

Under general direction, the Senior Deputy City Manager performs city-wide administrative functions of unusual difficulty by providing effective and efficient direction on programs and projects for the City Manager. The incumbent serves as a senior advisor to the City Manager regarding matters related to the administration of the City and ensures execution of directives from the City Manager. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position is in the unclassified service. The incumbent serves as key advisor to the City Manager regarding matters related to the administration of the City and ensures the execution of policies and programs in order to fulfill the goals and objectives of the City Manager. This class differs from Deputy City Manager in that the position performs work that is higher level, and more sensitive in nature, with the work often in more direct support of the City Manager similar to the Assistant City Manager position. In the absence of the City Manager and the Assistant City Manager, the incumbent may be assigned direct line authority over departments and activities of the City. The incumbent assists in the development, administration, and installation of new or revised departmental and interdepartmental policies and procedures; represents the City Manager at a variety of official events and meetings; conducts special surveys and studies and recommends appropriate action regarding the determination of complex policy or administrative action; and furthermore, may be assigned to carry out or place in effect such recommendations.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Bachelor's degree from an accredited college or university in business, public administration, engineering or related field PLUS ten (10) years of experience in a responsible administrative capacity involving the planning, organization and execution of a varied work program.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

Knowledge of:

- Principles, practices and problems of public administration.
- Basic administrative processes, e.g., programming municipal services, finance management, budget preparation and control, personnel administration, planning, organization, and

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communications and coordination.

- Functions and accountabilities of municipal governments.

Ability to:

- Plan, develop and implement various administrative programs.
- Develop, coordinate and direct subordinate professional staff in an effective manner.
- Prepare clear, concise reports and to present them effectively both orally and in writing.
- Stimulate and motivate individuals and groups to achieve designated goals.

**Desirable Qualifications**

**(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Relationship between the legislative and executive functions of City government.
- Role of City government in San Jose and its relationship with other government agencies.

Ability to:

- Analyze complex problems, make decisions rapidly within the scope of authority and to recommend solutions effectively to the City Manager.
- Direct, oversee, control and manage the work of others, especially executive management personnel.
- Assimilate, evaluate, and facilitate the necessary actions required to meet the concerns, needs, and desires of staff, residents, businesses, City administration, and City Council.

| <b>DUTY NO.</b> | <b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>               | <b>FRE-QUENCY*</b> |
|-----------------|---|--------------------|
| 1.              | Participates in and advises the City Manager in the formulation of City-wide goals, strategies and policies.  | Continuous         |
| 2.              | Participates in the study of the organization, operations and services, as assigned, and makes recommendations for improvements in economy, efficiency, and quality of organization, operations and services.   | Continuous         |
| 3.              | Attends City Council and City Council Committee meetings and provides the City Council with information and advice on matters under consideration.  | Frequent           |
| 4.              | Performs as liaison to the City Council on City Council matters not requiring the direct attention of the City Manager.   | Frequent           |
| 5.              | Develops programs to coordinate the work of a City Council Committee.   | Frequent           |
| 6.              | Reviews departmental work plans and programs, coordinates the activities of various City departments, and monitors performance to ensure timely and efficient overall operations, and makes recommendations regarding appropriate actions and policies to the City Manager. | Frequent           |

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|----------|---|-------------|
| 7.       | Confers with departmental managers and others on administrative problems, gathers facts and data relating to problem resolution, evaluates, and gives policy guidance and overall executive direction for improved departmental operations, services, systems, or organization.             | Continuous  |
| 8.       | Conducts special studies and investigations, and prepares correspondence, reports, and recommendations for the City Manager.  | Frequent    |
| 9.       | Performs staff work for the City Manager in areas of major controversy and/or importance or on subjects which must remain confidential.   | Frequent    |
| 10.      | Provides information and assistance to the City Manager for presentation to the City Council and others to ensure accuracy and timeliness.  | Continuous  |
| 11.      | Coordinates activities between departments and/or outside agencies by delineating responsibilities, organizing cooperative ventures, and monitoring the collective performance of the departments and non-City agencies involved to ensure the efficient delivery of programs and services. | Frequent    |
| 12.      | Monitors legislative activities and initiatives and evaluates impact on City operations, eligibility for grants, and need for compliance activities; recommends City position and instigates necessary responses.   | Occasional  |
| 13.      | Represents the City Manager in a variety of intergovernmental and community activities upon specific assignment.  | Occasional  |
| 14.      | Performs important and difficult public liaison work with considerable community involvement to maximize City services.   | Occasional  |
| 15.      | Performs other duties of a similar nature or level.   | As Required |

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

[Statement provided by HR.]

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| <b>CLASSIFICATION HISTORY</b> <i>Created 12/15; s000</i> |
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