

978009/14/10

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: DEPUTY CITY MANAGER (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to assist the City Manager with the coordination of the overall administrative activities and operations of the City; to provide professional and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** City Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant City Manager and the City Manager. Exercises general direction over executive, administrative, professional, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Prepare recommendations and assist in the development of new goals, programs, services, equipment, personnel, policies, and procedures.
- Review department's budget estimates; assist with the development of preliminary and final budgets, and the presentation and justification of the annual and capital improvement budgets to City Council.
- Provide management direction by expediting workflow and assuring achievement of departmental work programs through direct supervision of assigned management team members.
- Confer with members of the public to explain policies and programs.
- Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analysis of a wide range of municipal policies involving City organizations, operating procedures, finances and community services.
- Represent the City in the community and at professional meetings as required.
- Respond to citizen complaints and requests for information.
- Assist in the coordination of activities of the City Manager's Office, with City departments and divisions, and with outside agencies.
- Assign, supervise, review, and evaluate assigned professional and technical staff.
- May serve as Director of Arts and Culture, Community Police Review Manager or other special assignment.
- Serve as Assistant City Manager or City Manager, as assigned.

## QUALIFICATIONS

### Knowledge of:

- Functions, principles, practices, and techniques of public administration.
- Current social, political, economical, and operating problems of municipal government.
- Principles and practices of public administration and program budgeting.
- Research techniques, sources and availability of information, and methods of report presentation.
- Applicable federal, state and local laws, rules, and regulations pertaining to local government operations.

### Ability to:

- Administer a variety of City-wide programs, services and budgetary activities.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Prepare complete and accurate reports; present ideas concisely and effectively, orally and in writing.
- Supervise, train, and evaluate work of assigned staff engaged in complex budgetary work and administrative research.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field.

Experience: Six years' progressively responsible experience in an administrative, managerial, or staff capacity in public employment, involving the responsibility for the planning, organization, implementation, and supervision of varied work programs. Alternatively, four years' progressively responsible experience and possession of an equivalent to a Master's Degree from an accredited college or university.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Deputy City Manager

**TO:** Assistant City Manager