

**DEPUTY CITY ADMINISTRATOR****SUMMARY:**

Under general direction, assists the Mayor and City Administrator in the management of activities necessary to insure the efficient and effective operation of the City government; oversees and administers assigned City departments and operations; assists the City Administrator in the annual budget preparation, Human Resources issues, and in establishing departmental goals; acts as City Administrator in absence or as delegated; may perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Oversees operations of assigned departments, including report preparations and recommendations of departmental changes or operations.
2. Assists in the preparation, presentation, monitoring and review of the City's annual budget; reviews and evaluates departmental budgets.
3. Provides guidance and direction to department directors in formulating and executing administrative policies and procedures and setting goals and priorities for their respective departments.
4. Initiates and carries through to completion special programs and projects as directed by the Mayor and City Administrator.
5. Assists the City Administrator on issues related to human resources and employee/labor relations.
6. Creates, monitors, and implements policies and procedures.
7. Develops feasibility studies, grant proposals or requests for proposals.
8. Assists and coordinates responses to requests from the City Commissioners.
9. Represents the City on boards and committees.
10. Assists and responds to citizen issues and complaints.
11. Acts for the City Administrator in absence or as delegated.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of theories, principles and practices of public administration.
- Knowledge of City, federal and state laws, rules, regulations, and ordinances specific to areas of assignment.
- Knowledge of complex subject matter related to area of assignment.
- Knowledge of management and administration practices and procedures.
- Knowledge of budget development, monitoring and administration practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Knowledge of mediation and conflict resolution practices and procedures.
- Skill in motivating and developing team building within diverse departments.
- Skill in utilizing written and oral communication in developing management level reports and presentations.
- Skill in developing and implementing programs, policies and procedures.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Skill in assigning, delegating, reviewing and evaluating work.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift objects (up to 25 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Master's degree from an accredited college or university with a major in Business Administration, Public Administration, or related field, and seven (7) years of progressively responsible experience in upper management with budgetary experience, to include one (1) year of managerial experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.