**TOWN OF LOS GATOS** **July 2011**

**CLASSIFICATION SPECIFICATION FOR: DEPUTY TOWN MANAGER**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

## POSITION SUMMARY

Under the administrative direction of the Town Manager, analyzes and implements solutions to operational, program, staff and budgetary issues; prepares reports and studies; works with departments to analyze and revise operating procedures, coordinates interdepartmental, intergovernmental, regional and community activities; manages special projects; serves as the staff liaison to commissions; manages grant programs and grant submittals as assigned.

## DISTINGUISHING CHARACTERISTICS

The Deputy Town Manager is a Management At-Will position responsible for performing varied and responsible staff work as assigned by the Town Manager. The position may act on behalf of the Assistant Town Manager in his/her absence on an as-needed basis. The position is distinguished from the Assistant Town Manager in that the latter supervises day-to-day operations of the Town Manager's Office and oversees departments.

## ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists in the implementation of goals, objectives, policies and priorities of the Town Manager.

2. Prepares reports and other materials on behalf of the Town Manager for presentation to the Town Council, boards and commissions, community groups, governmental agencies and other organizations.

3. Serves as staff liaison for boards and commissions; provides staff support at various board, committee, community and other meetings.

4. Manages short and long term projects which may involve research, presentations, outreach, coordination and implementation.

5. Manages interdepartmental teams and projects.

6. Conducts organizational, procedural and workflow studies and conducts surveys and data-collection on complicated operational and administrative problems; analyzes findings and prepares reports on practical solutions for review by the Town Manager.

7. Manages grant program(s) and coordinates grant activity as assigned.

8. Negotiates with third-party vendors on behalf of the Town and ensures compliance with contract terms.

9. Researches and responds to a variety of public inquiries, concerns and complaints; explains Town policies, procedures and services to the public.

10. Conducts legislative analysis to determine the effect of proposed and passed legislation.

11. Assists in writing, preparation and distribution of public information in written and electronic format.

12. Represents the Town in the community and at professional and regional meetings as required.

13. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's degree and six years of increasingly responsible experience in municipal government administration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of organizational analysis and management;
- Principles and techniques of budget and financial analysis;
- Public-sector management methods and techniques;
- Federal, State and local laws, rules and regulations pertaining to local government operations;
- Office procedures and computer operations.

Skills and Abilities to:

- Organize, plan, and successfully implement complex projects and assignments;
- Prepare clear and concise reports and visual aids;
- Make sound recommendations regarding management and organizational issues;
- Manage complex projects concurrently;
- Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Interpret and explain Town policies and procedures;
- Communicate effectively both orally and in writing;
- Maintain effective working relationships with those contacted in the scope of work;
- Make presentations.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting and standing for extended periods of time; some walking, reaching, twisting, turning and stooping; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in an office environment in direct contact with other Town personnel and the public.

| Representation:<br>Mgmt At-Will<br>(Unrepresented) | EEOC Category:<br>Administrative | FLSA:<br>Exempt |
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| History<br>July 2011: Class established | | |