

CITY OF BURBANK

DEPUTY CITY MANAGER

DEFINITION

Under general administrative direction, to be responsible for, direct and organize the special activities of the City Manager's Office and the City Council Office; to represent the City Manager and Assistant City Manager at meetings within the organization and the community, to be responsible for the City's Public Information Office, and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of the City's legislative advocacy program; directs staff involved in conducting administrative studies of organizational and operational functions; coordinates the activities of the City Council office; recommends and directs the implementation of programs and practices designed to ensure the efficient and effective management of the City; performs policy analysis on anticipated programs; serves as economic development liaison for the City Manager's Office; works with other departments on citywide projects; administers projects that cross departmental boundaries; represents the City Manager at meetings with various community groups, employee organizations, and other public and private organizations; supervises, trains, and evaluates employees; prepares items for the Council agenda; prepares written reports and correspondence, and related duties as required. Plans, organizes and directs the activities of the City's Public information program including print and video media; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – organization and operation of municipal government, administrative practices.
- Ability to – plan, direct and coordinate the work of others; present ideas effectively in oral and written form; maintain effective and cooperative relations with fellow employees, City Council and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to six years of progressively responsible administrative and supervisory experience in public administration and graduation from an accredited college with a degree in public administration, business administration, political science or a closely related field. Masters Degree is preferred.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.