

City of Yorba Linda
Deputy City Manager
FLSA Designation: Exempt

The Position

Under general administrative direction, provides high-level management and technical support to City management and policymakers. Assists in planning, organizing, directing, and evaluating City-wide operations, programs, policies, and services. Serves as a member of the executive management team and may act on behalf of the City Manager.

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

1. Manages complex, high-priority, and sensitive projects and initiatives.
2. Coordinates staff, consultants, contractors, and external partners.
3. Represents the City with partner governments, community organizations, businesses, and the public.
4. Responds to and resolves public inquiries, complaints, and issues.
5. Negotiates and administers contracts, agreements, and partnerships.
6. Supervises and evaluates assigned staff.
7. Performs other duties as assigned.

Desirable Knowledge, Skills, and Abilities

1. Principles and practices of public administration, government operations, municipal budgeting and finance.
2. Strategic planning, program development, and organizational analysis.
3. Personnel management, supervision and leadership.
4. Communicate clearly and effectively, orally and in writing, including public presentations.
5. Establish effective working relationships with elected officials, staff, and stakeholders.
6. Exercise sound judgment, discretion, and political acumen.
7. Exhibit a strong commitment to customer service and interactive team participation.
8. Be a decisive, proactive and effective decision maker while utilizing professionalism and tact in stressful situations.
9. Contract negotiation and management.
10. Applicable federal, state, and local laws, regulations, and legislative processes.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical combination is: eight years of increasingly responsible experience preferably in the public sector or supporting public agencies and a bachelor's degree in public administration, business administration, or a closely related field.

A master's degree in public administration, business administration, or a related advanced degree is highly desirable.

Physical Requirements

Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position has exposure to vibrations from a computer and other office equipment, computer glare.