

CITY OF GREAT FALLS

JOB DESCRIPTION

CLASS CODE: 112

**FLSA STATUS:
EXEMPT**

PAY RANGE: 70

DEPUTY CITY MANAGER

NATURE OF WORK: Provides support and assistance to the City Manager with day-to-day operations of all city departments. DCM directly oversees city administrative services including City Clerk, Budget Office, Events, Human Resources and other City divisions as assigned.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed):

- Works directly with the City Manager in the development and implementation of city-wide operations. Oversees assigned programs and monitors service goals and objectives to maintain the operating philosophy of a high performing organization.
- Provides operational oversight, review, and recommendations regarding routine administrative matters with city manager approval. Completes special projects as assigned.
- Provides direction to the City Clerk, Budget and Human Resource Divisions to ensure that the respective programs and services are being delivered efficiently, effectively and in a timely fashion within prescribed budget constraints.
- Directs the respective department heads in the development of their operating budgets so that the appropriate procedures, documentation and justification is prepared and presented prior to final presentation to the City Manager for approval.
- Attends various commission, board and community meetings on behalf of the city to ensure that the appropriate information is communicated and the interests and philosophy of the city are properly represented.
- Assists the City Manager with collective bargaining, labor relations, and grievance processes.
- Completes special projects as assigned by the City Manager ranging from performance measurement to budget analysis.
- Serves as Acting City Manager during absence of the City Manager.

REQUIREMENTS OF WORK:

- Extensive knowledge of public administration under a council/manager form of government.
- Extensive knowledge of the principles and practices of managerial leadership, administrative management, public policy development and budgeting.
- Experience with community development, planning, capital planning and tax increment districts.
- Ability to establish strong, collaborative and effective working relationships with local community organizations, residents, and businesses.

- Ability to communicate effectively, both orally and in writing.
- Experience with working with news media. Ability to generate and review city press releases.
- Experience and knowledgeable about the use of social media in the public sector environment.
- Ability to establish and maintain effective working relationships with subordinates, peers, other government officials, union representatives and the general public.
- Ability to perform general sedentary work and to lift and carry up to 10 pounds; the ability to stand, walk, sit, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

DESIRED MINIMUM TRAINING AND EXPERIENCE:

Education and experience equivalent to a master's degree in Public Administration, Business Administration or a related field.

Experience with community development including economic, development review, planning and public works processes.

Five years of experience as a city department head or comparable managerial position with municipal budgeting and program management experience.

Desired Qualifications:

ICMA Credentialed Manager or candidate.

Possession of a valid Montana driver's license.

Benefits

Health Insurance – *City capped contribution of \$783/month, employee contributions towards premiums vary depending on type of coverage selected (single coverage - \$44.54/month paid by employee; employee & spouse coverage - employee pays \$117.14/month; employee & children coverage - employee pays \$111.22/month; family - employee pays \$153.78/month). \$25 co-pay; includes medical, dental and vision. Additional benefit paid by the City but not added into the base for retirement enhancement.

Retirement - mandatory enrollment through Public Employees Retirement System (PERS); vested after five years of service. Employee contributes 7.9% of gross pay to PERS; the City contributes 8.37%. *The City's health insurance contribution of \$783/month is added to gross pay for retirement benefits only - retirement contributions on the \$783 are paid by the employee and employer, the \$783 is then deducted from gross pay so it does not affect an employee's hourly rate of pay.

Within one year of hire, employee must choose to have funds established in either the Defined Benefit Retirement Plan (retirement benefit is based on percentage of highest average compensation and years of service credit) or Defined Contribution Retirement Plan (member selects investment options from those available under the plan and retirement benefit is based upon account balance – contributions plus investment earnings or losses, less administrative cost).

Life Insurance - employer provides \$30,000 of life and accidental death and dismemberment insurance.

Car Allowance - \$300/month car allowance

Holidays – 10 per year, 11 on election years.

Vacation – employee accrues 5 hours per pay period; eligible for use after six months of employment.

Sick Leave – employee accrues 4 hours per pay period; eligible for use after 90 days of employment.

FICA and Medicare - employer and employee contribute 6.2% of gross salary to FICA and 1.45% to Medicare.

Optional:

▶ AFLAC – tax deferred plan for unreimbursed medical or daycare expenses; additional plans such as cancer, life insurance, disability and other policies available; premiums paid by employee.

▶ ICMA or Nationwide Retirement Solutions - tax deferred investment plan (bonds, stock market, savings) – employee contributions only.

Payperiods:

1st of the month through the 15th, paid on the 20th

16th of the month through the end of the month, paid on the 5th of the following month

Probationary Period: One year.

The Selection Process

After the closing date, applications will be reviewed by the hiring department and recommendations for applicants to be interviewed will be submitted to the Human Resources Office. Interviews are normally conducted with a panel representing the hiring department, Human Resources and a member selected at large. All applicants will be notified when the position has been filled. Applications submitted for a specific position opening will remain in that file and will not be considered for future openings.