

CITY OF RIDGEFIELD, WA

JOB DESCRIPTION



DEPUTY CITY MANAGER

Department: Administration

Pay Grade: 303

FLSA Status: Exempt

GENERAL PURPOSE

Assists in planning, directing, and reviewing the administrative activities and operations of the City including implementing City policies and procedures, participating in major negotiations, coordinating special projects for the City Manager, and coordinating assigned activities with other City departments and community partners. This position manages the Administration Department including not only the planning, organization, management, oversight, and direction for the Department but also including the management of City Clerk, Human Resources and Payroll, Labor Relations, Information Technology coordination, Records Management, community and City event planning, and community relations/outreach/engagement; and makes sure that assigned areas of responsibility are performed within budget; actively and effectively engages in strategic planning, budgeting, and organizational development; serves as the primary assistant to the City Manager in the administration and direction of City operations and activities; and serves as acting City Manager as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager; maintains supervisory responsibility for all employees assigned; assists and advises on many supervisory responsibilities as a Human Resources agent; develops policies and coordinates training on supervisory issues; maintains full responsibility for the hiring, training, coaching, disciplining, and conducting performance reviews of assigned staff; prepares work schedules; assigns and reviews work; provides work direction; assigns and approves overtime; and oversees contractors.

ESSENTIAL JOB FUNCTIONS

Essential duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Provides leadership and assists the City Manager in the day-to-day administration and operations of the City government and in the implementation of City Council priorities.
- Acts on behalf of the City Manager, as assigned, on special projects while attending community partner/other agency meetings or during the City Manager's absence.

- Manages and coordinates the development of the City's strategic business plan to achieve goals and advance the organization to support and meet the needs of the residents and customers, both internally and externally.
- Leads, guides, and/or directs City staff in key initiatives, special projects, new programs, and complex policy development.
- Manages and directs the City's Human Resources' activities, personnel systems, training, employee relations issues, employment policies, and payroll and benefits administration.
- Coordinates community outreach public information activities, manages events sponsored and/or co-sponsored by the City, and serves as lead coordinator and content editor of City's website and other social media outlets.
- Manages labor relations, including taking the lead in the collective bargaining process for the two City unions; provides contract administration and interpretation; and provides employees and supervisors with assistance on provisions of contracts and labor relation issues.
- Serves as a member of the management team and participates in the City's leadership structure aiding and supporting the City Council, City Manager, and other department heads in strategic planning, problem solving, short and long-term visioning, and resolution of issues or conflicts.
- Serves as a City representative with a variety of community organizations and committees including Ridgefield Main Street, Ridgefield Chamber of Commerce, Friends of the Ridgefield National Wildlife Refuge, Ridgefield Art Association, etc.
- Oversees the design, development, and implementation of citywide records and information management program that complies with federal and state laws and administers the function of public records disclosure.
- Directs Department personnel and assigns work tasks/monitor task progression.
- Engages actively in developing positive working relationships with internal and external colleagues and customers, community, local businesses, civic and professional organizations, and other governmental entities.
- Coordinates with community organizations and volunteers in the revitalization of the City's historic downtown area and arts quarter.
- Performs other related job duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Bachelor's Degree in Political Science or Human Resources Management, or equivalent.
- **Experience:** Eight years of progressively responsible experience in municipal government, including five years at a director level or higher including leadership experience in a broad range of municipal functions including legal and human resources, and labor relations and negotiations, and risk management.
- **Certifications/Licenses:** Human Resources Specialist certification or legal training preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Management practices and supervisory techniques.

- Federal, state, and local employment law.
- Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skill in:

- Managing organizational change initiatives.
- Adapting to needs of community.
- Gaining trust of team members, developing leaders, coaching, mentoring, disciplining, etc.
- Communicating, both verbally and in writing, interpersonal communication, and listening to needs of stakeholders and partners, including soliciting input from the community when needed.
- Facilitating and/or managing projects.
- Providing assistance to public decision-making bodies.
- Utilizing sound judgment to make good decisions based on information gathered and analyzed and considering all pertinent facts and alternatives before deciding on the most appropriate action.
- Presenting and teaching adult learning theory while describing, explaining, and persuading via a group of people or on a one-on-one basis.
- Facilitating the process between two or more parties seeking to discover a common ground and to reach an agreement to settle a matter of mutual concern or resolve a conflict.
- Writing clearly; presenting ideas and documenting activities effectively; and reading and interpreting written information.
- Providing leadership and guidance to others to assist in becoming effective in area of interest or field of experience.
- Interacting with people effectively and sharing and receiving information.
- Using small office equipment and computers.

Ability to:

- Work independently and under minimal supervision with self-direction and motivation.
- Work under challenging situations from demanding deadlines, public contact, and changing priorities and conditions.
- Develop and maintain effective working relationships with external customers and stakeholders and staff at various levels of the organization.
- Promote transparency, support a collaborative work environment, value teamwork, empower staff members, and encourage a creative approach to solving challenges.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; specifically: work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Occasional travel for training and/or conferences required. Job also requires work beyond 40 hours per week due to nature of responsibilities. Work occurs primarily in an office environment subject to continuous interruptions and background noises.

PHYSICAL DEMANDS

- The work is sedentary work which requires the person in this position to occasionally exert up to 10 pounds of force to grasp, lift, carry, push, pull or otherwise move objects, including the human body.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, make substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: hearing normal voices, manual dexterity, mental acuity, speaking, close visual acuity such as analyzing data/transcribing/reading/viewing computers, and walking.