CITY OF OVERLAND PARK
POSITION DESCRIPTION

TITLE: Deputy City Manager
DEPARTMENT: City Manager
BAND/LEVEL: SMICP
DIVISION: City Manager
JOB NO.: 1150
REPORTS TO: City Manager
DATE: 3/25/2012
FLSA STATUS: EX
FULL-TIME: x PART-TIME: ___ SEASONAL: ___
COST CENTER: 121

REPLACES: Deputy City Manager
DATE: 8/20/06

JOB SUMMARY STATEMENT:
Assists the City Manager with responsibility for all facets of City's management. Has direct responsibility for Information Technology, Finance, City Clerk and Human Resources Departments. Provides professional staff assistance to the Mayor, City Council, and departments on a wide variety of tasks. Conducts broad organizational analysis and prepares reports on a range of municipal policies, procedures, and services. Participates in management team for internal operating policies and financial direction of the City. Represents the City Manager in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the city's senior executive management team. Assists in developing overall fiscal and management policy and direction. Assists City Manager in his responsibility to develop, prepare and administer operating and capital budgets.

2. Serves as project leader on broad organizational development and strategic planning projects involving multiple departments.

3. Investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, services and equipment, and other issues, policies, or proposals in need of attention, that are made by the Mayor, City Manager, and City Council. Gathers and analyzes data on existing programs. Conducts surveys and prepares proposals including financing, staffing, and organization requirements. Prepares comparative analysis when appropriate.

4. Supervises coordination, preparation, analysis, and implementation of the annual operating and capital budget. Serves as Mayor/Council and City Manager Cost Center Manager for budgeting purposes. Serves as a member of the financial management team that reviews and analyzes revenues and expenditures.

5. Serves as staff coordinator and technical advisor for the Finance, Administration and Economic Development Committee and provides policy assistance and staff support to the City Council. Prepares Finance, Administration and Economic Development Committee agenda. Prepares staff comments regarding committee actions. Attends necessary staff, city and public meetings during day and evening hours. Prepares correspondence regarding committee actions.

6. Serves as contract administrator for the operating agreement with the Overland Park Convention Center. Monitors operations of the Overland Park Convention Center.

7. Serves as staff coordinator and provides policy assistance and staff support to the Overland Park Development Corporation. Prepares Overland Park Development Corporation and agendas and serves as an authorized representative for the Corporation. Monitors operations of the Sheraton Overland Park Hotel.

8. Coordinates economic development projects and financings including Transportation Development Districts, Community Improvement Districts, Tax Increment Financing Districts and STAR Bond Districts including preparation and implementation of annual work plan for all authorized projects. Prepares and submits cost estimates. Performs spot field inspections. Audits project files and prepares correspondence. Keeps City Manager informed of project status. Coordinates projects completion with other division and department heads.
9. Represents Mayor, City Council, and City Manager at meetings, functions, community events and various governmental, professional and civic organizations (ICMA, League of Kansas Municipalities, MARC, OP Chamber of Commerce, etc), acts as representative to the Chamber of Commerce.

10. Manages contract with Overland Park Convention & Visitors Bureau for delivery of convention and tourism services to City.

11. Responds to more difficult citizen complaints/requests for service. Confers with members of the public to explain policies and programs. Contacts citizen or complainant to comprehend situation. Contacts appropriate staff members as necessary.


13. Serves as Acting City Manager in the absence of the City Manager.

14. Assists in emergency operations and incident management activities as assigned.

15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS
Bachelor’s degree in Public or Business Administration or closely related field. Master’s degree preferable.

EXPERIENCE
Minimum of ten years broad governmental experience in various aspects of municipal operations, or an equivalent level of experience.

SKILLS
1. Excellent oral and written communication skills
2. Basic math and accounting concepts

MENTAL REQUIREMENTS
1. Ability to read and comprehend city, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to speak before the public
4. Ability to recognize and protect confidential information
5. Analytical skills
6. Ability to work on several projects at once
7. Diplomacy and judgement
8. Good listening skills
PHYSICAL REQUIREMENTS
1. Travel outside of office locally and out of state
2. Sit for extended periods of time
3. Ability to make and receive phone calls
4. Hand and eye coordination adequate to input computer

SUPERVISORY RESPONSIBILITY (Direct & Indirect)
Direct: Chief Information Officer
Chief Human Resources Officer
Chief Financial Officer
City Clerk
Executive Assistant

Indirect: Information Technology staff
Human Resources staff
Finance staff
City Clerk staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.