



CITY OF YUMA
 Department of Human Resources
 One City Plaza
 Yuma, AZ 85364

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Deputy City Administrator**

An Equal Opportunity Employer

SALARY

\$52.52 - \$73.53 Hourly \$9,103.81 - \$12,745.33 Monthly \$109,245.76 - \$152,943.96
 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 06/14/17

CLOSING DATE: Continuous

THE POSITION

This position is open until filled with a first review date of July 7, 2017.

A detailed resume must be attached to application for further consideration.

Under administrative direction, administers, advises, manages and directs assigned departments and programs of City of Yuma government, as assigned by the City Administrator.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs, oversees, supervises and evaluates operations and programs of City departments and programs, as assigned by the City Administrator.
- Identifies and develops solutions to complex problems in consultation with the City Administrator, executive staff and department heads.
- Acts as advisor to the City Administrator for the development of long and short-range plans, goals and objectives, preparation of staff briefings, and execution of all laws and City Council ordinances.
- Exercises independent judgment within broad policy guidelines; encourages new ideas and collaborative approaches to solving problems.
- Directs, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.
- Analyzes operational information, evaluates trends, and develops plans to meet future needs; assures all issues are properly addressed and resolved.
- Attends and coordinates City Council meetings and work sessions, and researches issues for the City Administrator, Mayor, and City Council.
- Prepares annual budget and capital improvement program proposals, justifications and funding contracts for assigned departments and programs.
- Meets with citizens and community groups to receive input into long and short range plans for City services and resolve citizen concerns.

- Meets with City departments to resolve interdepartmental issues, coordinate services and programs, and to evaluate the effectiveness of current, proposed and ongoing programs.
- Provides guidance to City staff on the handling of complex, sensitive, and political issues and complaints.
- Serves as City Administrator as assigned; represents the City's interests to key stakeholder groups including Federal, State, County and City agencies, boards and commissions.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Business, Political Science, Economics, Finance, Management, or Engineering; AND five years direct management experience as a department director or assistant city manager in municipal government; OR an equivalent combination of education, training and experience. Master's Degree in Public Administration or related field is preferred.

Knowledge of:

- City organization, operations, policies and procedures.
- Federal, State and City laws, rules, regulations and ordinances related to the management and administration of a municipal government.
- Principles and practices of government operations management, including cost controls, performance management, personnel rules, accounting, budgeting, procurement, and contract management.
- Techniques and practices for efficient and cost effective management of resources.
- Long and short range strategic planning techniques for the economic, social, environmental and physical needs of a municipality.
- Survey and evaluation techniques used to determine the most effective means of delivering services and programs to the community.
- Legal, ethical and professional rules of conduct for municipal government officers.
- Business and personal computers, and financial spreadsheet software applications.
- Customer service and public relations practices and procedures.

Skill in:

- Researching, investigating, evaluating, and developing solutions to complex and politically sensitive issues, concerns and complaints.
- Analyzing, reviewing, preparing, and presenting financial and economic reports.
- Researching, analyzing, and developing operational and organizational practices and procedures for governmental departments and agencies.
- Interpreting and applying Federal and state rules and regulations, and City policies and procedures.
- Negotiating, developing, administering, and executing public and private partnerships, development deals, contracts, grants and professional services.
- Analyzing City needs and prioritizing and promoting operational strategies to meet future needs.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment; may be required to bend, reach, stoop, and lift objects.

An employee in this class is required to live inside the City limits within eighteen months of appointment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,
Yuma, AZ 85364

EXAM #2017 -00093
DEPUTY CITY ADMINISTRATOR
LG

Deputy City Administrator Supplemental Questionnaire

- * 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work history section of my job application.
 - Yes
 - No
- * 2. For further consideration, you MUST complete the Work Experience section of the application and attach a detailed resume. Failure to do so will result in your application being removed from further consideration. It is not acceptable to answer any part of the application or this supplemental questionnaire with "See Resume".
 - I agree and have completed the application and attached a detailed resume.
- * 3. Do you possess a Bachelor's Degree in Business, Political Science, Economics, Finance, Management, or Engineering?
 - Yes
 - No
- * 4. Do you have five (5) years' direct management experience as a Department Director or Assistant City Manager in municipal government?
 - Yes
 - No
- * 5. If you answered 'No' to question #3 or #4, do you have an equivalent combination of education, training and experience, to perform this work?
 - Yes
 - No
- * 6. Do you possess a valid Driver's License? (An Arizona Driver's License will be required at the time of hire)
 - Yes
 - No
- * 7. Do you possess a Master's Degree in Public Administration or related field? (This is preferred, not required)
 - Yes
 - No
- * Required Question