



City of Tempe

DEPUTY CITY MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	042	<i>Department / Office:</i>	City Manager
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager.

Exercises direct supervision over department directors and other administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of senior management / administrative experience in an urban city or county organization.
<i>Education:</i>	Bachelor’s degree from an accredited college or university in business management, public administration, finance, accounting, computer information systems or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform the duties of a senior executive officer reporting to the City Manager and assisting with citywide policy planning and oversight responsibilities; providing leadership and reviewing the activities and operations of assigned departments; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible, complex administrative support to City management staff and the City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Actively participates in the development of the City's strategic plan and implementation of action plans to achieve stated goals and in the development and monitoring of the City's budget.
- Provides executive leadership and direction to City departments, high-level special projects, and/or other City initiatives as assigned by the City Manager.
- Plans and implements organizational and department goals and objectives.
- Conducts meetings with assigned department directors or employees under direct supervision to establish controls and objectives and evaluate performance.
- Responds to and resolves significant and/or elevated issues.
- Represents departments when providing strategic and operational information to City management and Council.
- Conducts or coordinates complex and high-profile studies on behalf of the city.
- Represents the City Manager's Office in various meetings, conferences, and/or negotiations to explain and support recommendations and provide input and guidance to achieve desired outcomes.
- Keeps abreast of developments and trends in the field of city management and municipal operations in general with an emphasis on the trends and developments in the departments under direct supervision.
- Compiles data, gathers statistics, obtains an overview of problem areas, and research solutions and delegates work to rectify problem areas.
- Serve as the Chief Deputy City Manager and/or Chief Financial Officer if designated by the City Manager. May serve as a department director as needed.
- Performs other related duties as assigned.

Additional duties if designated as Chief Financial Officer:

- Provides overall administration, decision making and policy direction for the various functions including Accounting, Budget, Investment and Debt Management, Tax Collections, Auditing, Utility Billing, and Procurement.
- Responsible for the formulation and execution of the City's overall financial policies, strategies, planning, processes, internal controls, and forecasts; analyzing cash flow, cost controls, financial statements, and expenses to identify opportunities, and to guide City management.
- Ensures compliance with the City's financial policies, local, state, and federal budgetary, and financial reporting requirements; overseeing the approval and processing of revenue, expenditure, position control documents, department budgets, cash flow, cost controls, financial statements, financial forecasting, monitoring City investment activities and performance.
- Prepares and monitors the City's annual operating and capital improvement budget, and long-range financial and debt management programs.
- Analyzes and monitors the City's financial condition; make recommendations for improvement to the City Manager, Assistant City Manager and City Council as necessary.
- Responsible for the City's investments.

- Directs debt issuance activities relative to the City’s capital improvement program and operating budgets.
- Advises the City management and the City Council on City financing of special projects and programs.
- Assists in negotiations of contracts and subcontracts for the City; review and approve the purchase of goods and services for the City.

Additional duties if designated as Chief Deputy City Manager:

- Works closely with the City Manager to discuss issues, to define and accomplish established strategic goals and objectives and execute successful business strategies.
- Serves as Acting City Manager in the absence of the City Manager.
- Performs related duties and functions as delegated, assigned, or required by the City Manager.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe’s competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2010</i> <i>Revised July 2014 (new job title)</i> <i>Revised March 2024 (update Job Title and duties)</i> <i>Revised April 2024 (update minimum quals and job duties)</i></p>