



CITY OF SANTA MONICA

DEPUTY CITY MANAGER

JOB SUMMARY: Under the direction of the City Manager, the Deputy City Manager spearheads the development of forward-looking policy initiatives for a progressive and innovative City government; oversees special projects requiring coordination with a wide variety of staff, other public agencies and community stakeholders; and serves as the team leader for achieving the City Council's Strategic Goals.

MAJOR DUTIES:

Formulates, recommends and administers City policy initiatives assigned by the City Manager and coordinates policy initiatives led by City departments.

Works collaboratively with the Assistant City Manager/Chief Operating Officer and Department Directors, City Manager and City Council to promote and measure progress toward the Council's Strategic Goals.

Serves as project manager for special projects and coordinates interdepartmental efforts for achieving the City Council's policy directions and Strategic Goals.

Spearheads intergovernmental relations with State, County, regional and other local governments as well as community partnerships and relationships with civic, neighborhood, business and educational institutions, organizations and stakeholders.

Works with the City Manager, the City Council, City Commissions, staff and community stakeholders on long-term strategic vision, plans, priorities and projects to enhance the wellbeing, sustainability and safety of the community and its residents.

MINIMUM QUALIFICATIONS:

Knowledge, Ability and Skills

Knowledge of:

Advanced principles, practices and methods of public administration.

Applicable Federal, State and local laws, rules and regulations.

Project management techniques and procedures.

Performance measures and quality of service concepts.

Operational analysis techniques.

Principles and practices of supervision and staff development.

Ability to:

Make sound decisions in a manner consistent with the essential job functions.
Manage multiple and complex projects and initiatives related to the strategic goals.
Communicate effectively, both orally and in writing.
Establish and maintain effective and cooperative working relationships with all segments of the community and staff.
Facilitate interdepartmental projects and initiatives.
Foster communication and collaboration between City departments and between City staff and the community.
Establish and maintain cooperative working relationships with all segments of the community and staff.
Provide thoughtful, responsive, and timely service to internal and external customers.

Skill in:

Leadership, management and supervision techniques.
Effective project management techniques.
Applying effective performance-management models to complex projects.
Analyzing complex projects and guiding teams to achieve established goals.

Passion for:

Creating a model of 21st Century government.
Pursuing innovative and effective strategies and policies for creating public value and improving the wellbeing of community residents.
Embracing diversity and pursuing equity and inclusion.
Nurturing community identity, pride and civic engagement.
Building collaborative civic partnerships among public, private and non-profit stakeholders.
Being a role model for public service, continuous learning and mentoring future leaders.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a field related to public policy. Eight years of progressively responsible senior management experience. A Master's degree is desirable and may be substituted for up to two years of required experience.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager.

SUPERVISION EXERCISED:

May exercise supervision over assigned sections in the office of the City Manager and any other assigned administrative staff.

WORKING CONDITIONS:

Work is performed primarily indoors in a dynamic office environment. Site visits, offsite assignments and irregular work hours are frequently required. Position requires working in the evening and sometimes weekends to attend City Council, task force, board and commission or community meetings and events at various sites in the community.

APPLICATION PROCESS:

The Deputy City Manager recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted, and will screen and evaluate candidates. The most highly qualified candidates will be invited to participate in an on-site interview. Interested and qualified individual are invited to submit a resume and cover letter with current salary information **electronically** to smcity.dcm@thehawkinscompany.com . Resumes received by July 7, 2017 will receive first consideration. The position is open until filled. ***A COMPLETE BROCHURE WILL BE AVAILIABLE ON THIS SITE SOON.***

The Hawkins Company
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Confidential inquiries are encouraged and should be directed to Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Mr. Bill Hawkins at 310-348-8800. bill@thehawkinscompany.com