



# Deputy City Manager

City of Kenmore

## SUMMARY

Plans, develops, organizes, and implements policies, programs, projects, and other activities on behalf of the City Manager. Represents the City Manager. Advises and assists the City Council on behalf of the City Manager. Represents the City's interests with other levels and agencies of government, business, and the community at large. Plays a lead role and oversees the City's efforts in economic development and tourism, regional partnerships and cooperation, public safety, judicial branch support, housing and human services, communications and community engagement, the city clerk, public records, research and development, and special projects. Leads and/or participates in research and other activities that contribute to short- and long-range business plans for the City. May direct the activities of one or more of the City's departments. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides high level managerial leadership and professional assistance to the City Manager in developing and implementing policy agendas and strategies. Researches, analyzes, recommends, and administers approved policies and procedures necessary to provide municipal services.
- Communicates on behalf of the City Manager. Promotes the City Council and the priorities of the City Manager.
- Serves as Acting City Manager when designated by and in the absence of the City Manager.
- Oversees functions such as, but not limited to, economic development and tourism, Council support, regional partnerships and cooperation, public safety, judicial branch support, housing and human services, communications and community engagement, the city clerk, public records, research and development, and special projects.
- Serves as a team leader for new or modified programs and systems, including those involving other governments, businesses, and community at large.
- Oversees the City's performance management and continuous improvement efforts. Tracks and develops communications programs for disseminating the City's organizational accountability and performance outcomes.
- Consults with and may facilitate discussions and planning among the management team as it relates to current and proposed commitments and the strategic initiatives of the City.
- Provides highly responsible, strategic assistance to the City Manager and Council. Directs and participates in specific and comprehensive development, analyses, and implementation of a wide range of municipal policies, programs, and projects. Leads high profile projects and

initiatives as assigned and cultivates elected official and stakeholder perspectives and support. Leads negotiations and problem solving on policy and service delivery issues.

- Confers with residents, businesses, media and other individuals, groups, and outside agencies having an interest in or concern about the affairs of the City. Interprets, analyzes, and explains policies, procedures, and programs. Operates in a highly visible and political environment.
- Prepares, advocates and manages departmental and/or cost center budgets as assigned.
- Proposes, administers, and promotes grant or other funding opportunities for City initiatives.
- Develops, negotiates, and manages contracts and agreements with professional consultants, nonprofit organizations, other governmental organizations, and other entities including the King County Sheriff's Office, the Regional Crisis Response Agency, King County District Court and other partner organizations.
- Coordinates City activities with other governmental agencies and outside organizations.
- Represents the City to other jurisdictions, partnerships, boards, and commissions, including those services provided by organizations serving multiple communities.
- Consults with the City Manager and City Council by clarifying and defining federal, state and local legislative and intergovernmental issues. Represents the City in conferring with state and federal elected officials and agencies. Researches and recommends strategies and positions, as requested. Prepares presentations, proposals, and position statements. Assists in the preparation of the City's state and federal legislative agendas and works with the City's lobbyists to advance the City's legislative priorities.
- Supervises professional and administrative staff as assigned, deals with, and advises on sensitive personnel and performance issues throughout the organization. Takes a leadership role in promoting activities and efforts that will improve organizational health such as the Expanded Leadership Team, employee recognition events and other initiatives and efforts. Supports the professional development of team members and all staff throughout the organization.
- Supervises the City Clerk team as they prepare for and support hybrid council meetings, council retreats, engage with the public and complete associated work
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## **QUALIFICATIONS**

### **Knowledge & Skills:**

- Professional-level knowledge of modern theories, principles, and practices of public administration and organization.
- Advanced understanding of legislative development processes.
- In-depth knowledge of current social, political, and economic trends and operating issues of municipal government.
- Specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration.
- Principles and practices of organization development and process improvement.
- Specialized knowledge of research and reporting methods, techniques, and procedures.

- Advanced knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Principles of leadership, supervision, training, and performance evaluation.
- Well-developed interpersonal, leadership, and political skills to make public presentations, facilitate group processes, establish performance standards, build effective teams, conduct negotiations, and show sensitivity to a diverse population of citizens.

#### **Abilities:**

- Carry out and accomplish the objectives of the position and provide leadership.
- Prepare and advocate legislation by establishing credibility with elected officials and key stakeholders.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Analyze sources of information related to a broad range of municipal programs, services, and administration
- Administer a variety of City-wide programs and projects.
- Learn, interpret, and apply Federal, State, and City policies, procedures, laws, and regulations.
- Negotiate solutions and contracts effectively and fairly.
- Gain cooperation through discussion and persuasion, to select, supervise, train, and evaluate assigned staff, and to develop, prepare, and administer budgets.
- Establish and maintain cooperative working relationships with those contacted in the course of work including Council members, staff, committee members, other public officials, business leaders, and the public.
- Work as contributing member of a team, work productively and cooperatively with other teams, and external customers, and convey a positive image of the City and its services.
- Function indoors in a primarily office environment and the ability to walk or move to various City locations.
- Use hearing and speech to make presentations to large audiences and have conversations over the phone and in person.
- Near visual acuity to read printed materials and computer screens.
- Driving ability to transport oneself in and around Kenmore and King County.

#### **Education and Experience:**

- The position typically requires a master's degree in public administration, business, or related degree and
- Six years of responsible managerial or department director experience in a municipal or other government setting.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills and abilities may be considered.

## **Licenses and Certificates**

- May require a valid driver's license.

## **ADDITIONAL INFORMATION**

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position requires you to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: City Manager**

**FLSA: Exempt**

City of Kenmore

Revised: 2025