DEPUTY MAYOR

Class Definition

Under general direction, performs varied administrative functions within the Office of the Mayor and throughout the City; may represent the Mayor in his/her absence.

Distinguishing Characteristics

Deputy Mayor is a single position class in which the incumbent exercises considerable judgment and discretion in the administration and direction of operational activities of the City. The Deputy Mayor may represent the Mayor in his/her absence. The incumbent will work closely with the Mayor, City Manager, and department heads in the development and implementation of City policy. This class is distinguished from the City Manager in that the latter is the chief executive officer of the City of Fresno. It is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The list is neither inclusive nor exclusive. Consequently, this information may not reflect essential functions or cover all duties which may be assigned for this class.)

Identifies and develops solutions to issues facing the City.

Oversees gathering of and assessing information from departments, the field and constituents used in the formulation of City policy.

Develops implementable policy and programmatic initiatives to further the Mayor's goals.

Develops and implements the Mayor's proposed budget.

Provides oversight to the Education Liaisons.

Responds to urgent matters, crises and emergencies.

Maintains close working relationship with department heads, council members and commission and board members.

Represents the Mayor at various functions and on various committees as requested.

Serves as spokesperson on various issues.

Insures that input from the Mayor, staff, constituents and council members is obtained and considered in the policy development process.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the principles and practices of public administration.

Knowledge of municipal organization and operation.

Ability to prepare and present accurate, comprehensive, and concise reports and recommendations.

Ability to exercise initiative, ingenuity and sound judgment in solving difficult and complex administrative and technical problems.

Ability to maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, labor unions, and the general public.

Ability to express ideas and recommendations effectively in oral and written form.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or closely related field, and five years of professional administrative experience, preferable in the public sector; or a Master's Degree in public administration, business administration, or closely related field.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED:_____ DATE: _____
Director

MG/JC/CW/1/04/01