



**Title:** Deputy City Manager  
**Cost Center:** 121  
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9. Represents Mayor, City Council, and City Manager at meetings, functions, community events and various governmental, professional and civic organizations (ICMA, League of Kansas Municipalities, MARC, OP Chamber of Commerce, etc), acts as representative to the Chamber of Commerce.
10. Manages contract with Overland Park Convention & Visitors Bureau for delivery of convention and tourism services to City.
11. Responds to more difficult citizen complaints/requests for service. Confers with members of the public to explain policies and programs. Contacts citizen or complainant to comprehend situation. Contacts appropriate staff members as necessary.
12. Conducts post termination hearings in accordance with procedures outlined in Employee Handbook. Reviews recommendations of the Employee Grievance Board.
13. Serves as Acting City Manager in the absence of the City Manager.
14. Assists in emergency operations and incident management activities as assigned.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS**

Bachelor's degree in Public or Business Administration or closely related field. Master's degree preferable.

### **EXPERIENCE**

Minimum of ten years broad governmental experience in various aspects of municipal operations, or an equivalent level of experience.

### **SKILLS**

1. Excellent oral and written communication skills
2. Basic math and accounting concepts

### **MENTAL REQUIREMENTS**

1. Ability to read and comprehend city, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to speak before the public
4. Ability to recognize and protect confidential information
5. Analytical skills
6. Ability to work on several projects at once
7. Diplomacy and judgement
8. Good listening skills

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**PHYSICAL REQUIREMENTS**

1. Travel outside of office locally and out of state
2. Sit for extended periods of time
3. Ability to make and receive phone calls
4. Hand and eye coordination adequate to input computer

**SUPERVISORY RESPONSIBILITY (Direct & Indirect)**

Direct: Chief Information Officer  
Chief Human Resources Officer  
Chief Financial Officer  
City Clerk  
Executive Assistant

Indirect: Information Technology staff  
Human Resources staff  
Finance staff  
City Clerk staff

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**