

DEPUTY CITY COORDINATOR (APPOINTED)

CODE: C03015

REPORTS TO: City Coordinator

SUPERVISES: Director, Intergovernmental Relations;  
Director, Office of  
Emergency Management; Director, Innovation  
Delivery Team;  
Managers of Equity and Inclusion; Manager of  
Environmental  
Programs; Executive Manager of Arts; Results  
Management  
Program Coordinator; Manager of Continuous  
Improvement

#### NATURE OR WORK

Assist the City Coordinator in his role of providing leadership and direction in the coordination of City Government and strengthening the management systems of the City and manage the daily operations of the office.

#### TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Manage the daily operations of the City Coordinator's office including budget, personnel issues, departmental Business plans and various special projects.
- Serve as a liaison to operating departments, helping facilitate service agreements among the management support departments and operating departments, responding to interdepartmental concerns and facilitating responses to issues.
- Director, Intergovernmental Relations; Director, Office of Emergency Management; Director, Innovation Delivery Team; Managers of Equity and Inclusion; Manager of Environmental Programs; Executive Manager of Arts; Results Management Program Coordinator; Manager of Continuous Improvement;  
the enterprise.
- Function as a liaison with the Mayor and City Council members on policy issues as needed.
- Assist with implementing strategic and business planning goals and objectives on an enterprise-wide basis.
- Serve as the City Coordinators representative on various boards, task forces and committees.
- Work on intergovernmental relations issues as needed.

- Identify issues that may affect the City in the future, monitor national, state and local trends; participate in national or state professional organizations.
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.
- Verbally present complex information at public hearings, Council Committee meetings and to large organizations, explaining City decisions or positions.
- Work with Human Resources/Labor Relations as needed on the City's collective bargaining priorities.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Public Administration, Business Administration or a related field.

**MINIMUM EXPERIENCE:** Seven to ten years of progressively responsible municipal work experience, which has included supervisory responsibility.

**LICENSES/CERTIFICATIONS:** N/A

**OTHER SPECIFICATIONS**

- Thorough knowledge and understanding of local government functions, practices, financial and personnel operations, including applicable local and state laws related to the administration of municipalities.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to develop and maintain effective working relationships in a political atmosphere.
- Ability to evaluate program effectiveness, initiate change and influence others.
- Ability to present information in a clear and concise manner.
- Ability to work independently, set priorities and make appropriate decisions.
- Exceptional organizational skills and problem solving skills.
- Strong analytical skills.
- Proficient in the use of computers and software used in the work area.

**WORKING CONDITIONS:** Normal office setting

**SERVICE:** APPOINTED  
**GRADE:** 16 (745 Total Points)  
**ESTABLISHED:** May 2016  
**JOB SPEC:** March 2016

**CITY OF MINNEAPOLIS**