



Job Description

Job Title	Deputy City Manager	Department	Administration
Reports to	City Manager	Salary Level	XII
Classification	Exempt	Approved By	<i>Daniel Decker, City Manager</i>

Position Overview

The Deputy City Manager serves as a key member of the City's executive leadership team, assisting the City Manager in overseeing municipal operations, implementing policies, and managing city departments. This position plays a vital role in ensuring the efficient operation of city government, adherence to municipal code, and delivery of quality services to the residents of Dillingham.

The Deputy City Manager also acts as a direct liaison between the City Manager, department heads, and the City Council, ensuring clear communication and coordination of citywide initiatives. In the City Manager's absence, the Deputy City Manager assumes full management responsibility for city operations.

Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Essential Duties & Responsibilities

- Assists the City Manager in planning, organizing, and directing city operations to ensure effective service delivery and compliance with city policies, ordinances, and state and federal regulations.
- Provides leadership and oversight to various city departments as assigned, ensuring efficiency and adherence to municipal policies and goals.
- Monitors and ensures compliance with the **Dillingham Municipal Code (DMC)**, providing guidance on its application in day-to-day operations and policy decisions.
- Participates in the development, review, and enforcement of city ordinances, resolutions, and regulations, working closely with the City Attorney and department heads.
- Assists in the preparation and management of the city's annual budget, including financial planning, expenditure monitoring, and resource allocation.
- Coordinates with elected officials, department heads, and community stakeholders to implement **City Council directives** and strategic objectives.



Job Description

- Represents the City Manager in meetings, public engagements, and intergovernmental functions as needed.
 - Leads and oversees special projects, including infrastructure improvements, economic development initiatives, and operational efficiency efforts.
 - Acts as a liaison between the City and **state and federal agencies, tribal organizations, and community groups**, fostering partnerships that benefit Dillingham's residents.
 - Responds to public inquiries, concerns, and complaints in a professional and timely manner.
 - Assumes the role of **Acting City Manager** in the City Manager's absence.
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Minimum Qualifications

Education & Experience:

- A **Bachelor's degree** in Public Administration, Business Administration, Political Science, or a related field (**preferred but may be substituted with five (5) years of supervisory or management experience in municipal government or a related field**).
- Minimum of **five (5) years** of progressively responsible experience in government administration, operations, or public service, including **supervisory experience**.
- **Demonstrated knowledge and understanding of the Dillingham Municipal Code (DMC)** and its application in municipal governance.
- Experience in **budget development, financial management, personnel management, and policy implementation**.
- Knowledge of **municipal governance, state and federal laws, and local government functions**.

Skills & Abilities:

- Strong **leadership and problem-solving** skills with the ability to manage complex issues and projects.
- Excellent **written and verbal communication** skills, including the ability to draft reports, resolutions, and present recommendations to the **City Council** and the public.
- Proficiency in **financial management, strategic planning, and organizational development**.
- Ability to **interpret, apply, and enforce municipal laws and policies** in daily city operations.



Job Description

- Ability to work collaboratively with city staff, elected officials, and community stakeholders.
- Strong **ethical integrity, professionalism, and commitment to public service.**

Preferred Qualifications:

- Master’s degree in **Public Administration, Business Administration, or a related field.**
- Experience in **Alaska municipal government operations.**
- Familiarity with **rural and remote community governance challenges.**

Work Conditions & Physical Demands

- Work is primarily performed in an office setting but may require **attendance at meetings, site visits, and community events.**
- Occasional **travel may be required** for training, conferences, or intergovernmental meetings.
- Must be able to work **flexible hours, including evenings and weekends** as needed for **City Council meetings and special events.**

IX. Scope of Employment

Regular, full-time employment, exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____