

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Chief Deputy - Mayor's Office	Job Code: 1209
Date: February 1, 2023	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is professional and comprehensive administrative work with responsibility to advise and/or assist the Provo City Mayor with a wide variety of policies, issues, special projects, programs, and administrative matters.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Provo City Mayor and performs all work under very general direction. This work is distinguished by its responsibility to perform high-level professional analysis on a wide variety of projects and assignments that impact City-wide operations.

ESSENTIAL DUTIES: Perform and coordinate complex analytical work and research on a wide variety of policy issues, initiatives, and ad-hoc assignments for the Mayor; assist in development, review, implementation, and enforcement of City policies, plans, budgets, capital improvements, grants, and projects; assist in developing management tools; assist in developing and monitoring City budgets; at Mayor's request, advise Department Directors and managers regarding City goals and objectives; organize and coordinate the efforts of teams and/or assigned departments to accomplish special projects and initiatives for the Mayor; assist in handling complex problems regarding City services; brief Mayor's Office on significant, highly confidential issues; prepare various reports and oral presentations and recommend appropriate solutions to City problems through policy development; act as liaison between the Mayor's Office and a variety of groups including citizens, employees, City Council, City departments, and outside agencies; design and implement citizen participation programs to determine needs and review effectiveness of existing services; receive, resolve, or refer complaints; act as City chief lobbyist and representative to Federal, State, and local governments; oversee City lobbying program including coordinating analysis and preparation of City strategies on major legislative issues; represent the City in senior level liaison and negotiation activities; prepare news releases and information pamphlets; may act as public relations advisor; represent the Mayor on various boards, committees, community meetings, and civic events; attend City-sponsored functions and interact with elected officials, executives, and other local, State, and national dignitaries on behalf of the Mayor's Office.

May supervise, plan, and coordinate the work of assigned personnel including scheduling workload; ensure work is completed accurately and efficiently; evaluate and resolve personnel concerns; may conduct performance evaluations and enact discipline if needed; make recommendations on staffing levels and assist in hiring and staffing process; perform other related duties as required.

MINIMUM REQUIREMENTS: Master's degree in Public Administration, Political Science, Business Administration, or closely related field and 5 years of professional analysis experience at the management level in a municipal setting **OR** an equivalent combination of education/experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: *Knowledge of:* related laws, codes, rules, and regulations governing municipal corporations; policies and procedures established for the work system; the operations, functions, and terminology common to the work; activities and responsibilities of a municipal government and services provided; the principles of business management, supervision, planning, budgeting, government finance, and personnel administration; basic English composition, spelling, and grammar. *Skill in:* providing innovative, resourceful, and systematic approaches to solving complex policy issues; working independently and on team projects; promoting City objectives and policies; drafting appropriate policy to match short and long term strategic goals; organizing, delegating, and establishing meaningful goals; practicing trust-building behaviors. *Ability to:* analyze and research complex data and incorporate findings into viable recommendations; evaluate municipal programs and procedures; exercise independent judgement while evaluating situations and in making determinations; provide professional advice, assistance, and recommendations on matters of overall City concern; organize assigned work and develop effective work methods; prepare clear, concise, and accurate reports; make professional presentations; quickly and accurately perform work; communicate effectively with individuals of high rank; influence others to obtain desired results including the appropriate use of tact, timing, and judgement; deal with the public and fellow workers in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.


TOOLS AND EQUIPMENT USED: Calculator, computer, telephone, various job-specific software; presentation charts, motor vehicle, various office equipment.

PHYSICAL DEMANDS: Requires sitting at a desk or computer for long time periods while maintaining concentrated attention to detail. May include driving to various City sites, meetings, and events.

ENVIRONMENTAL FACTORS: Work is typically indoors with few or no occupational hazards except for exposure to potentially stressful circumstances, including the meeting of strict deadlines and contact with individuals in potentially difficult or emotional circumstances.



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.