

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Deputy Mayor	Job Code: 1204
Date: October 9, 2019	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 single 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; advise on and prepare news releases, pamphlets, articles, speeches, and other communications; may act as public relations advisor; oversee select City departments as specified by the Mayor, with the directors of such departments reporting to, and being evaluated by, the Deputy Mayor; 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 five (5) years of professional analysis experience at the management level in a municipal setting **OR** an equivalent combination of education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

