



CIVIL DIVISION CLASS SPECIFICATION

Deputy City Administrator

DATE ADOPTED: 12/17/25

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a high-level administrative position involving responsibility for assisting the City Administrator in the overall management and coordination of a city. The Deputy City Administrator acts on behalf of the City Administrator in their absence and may be delegated the authority to oversee specific departments, projects, initiatives, and works closely with department heads, elected officials, and community stakeholders to implement city policies and programs. Work is performed under the general direction of the City Administrator with a wide latitude for independent judgment and discretion. Supervision is exercised over administrative and support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists the City Administrator in planning, directing, and coordinating the daily operations of city government;
2. Oversees the implementation of policies, programs, and initiatives across departments;
3. Serves as liaison between the City Administrator, department heads, elected officials, and the public;
4. Prepares reports, presentations, and policy recommendations for the City Administrator and City Council;
5. Assists in the development and monitoring of the city budget;
6. Represents the City Administrator at meetings, public forums, and official functions as assigned;
7. Assists in labor relations, contract negotiations, and personnel matters;
8. Analyzes operational efficiency and recommends improvements to enhance service delivery;
9. May be responsible for City communications system, website, social media platforms and news letter;
10. Attends various training opportunities and other professional development programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles, practices, methods and techniques, including those related to administration and supervision;

Ability to communicate effectively and clearly both orally and in writing on a variety of labor relations and civil service issues;

Ability to plan and supervise the work of others;

Ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases;

Personnel characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Business Administration, Public Administration or a related field and two (2) years of full-time work experience in public administration;
- OR: (B) Bachelor's degree and three (3) years of full-time work experience in public administration;
- OR: (C) Graduation from high school or possession of a high school equivalency and seven (7) years of full-time work experience in public administration;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A), and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive (PJC)

REVISION HISTORY: 12/17/25