

Deputy Town Manager (Full Time)

General Purpose Summary:

Under the general direction of the Town Manager the Deputy Town Manager assists in the daily administration and business of the Town of Larkspur. This is a professional administrative position supporting the overall operation of the Town. The Deputy Manager participates in developing and proposing policies and procedures and supports implementation of policies established by the Town Council. Works with the public as required and strives to maximize public satisfaction with municipal services. Supports the Town Manager in providing liaison between the Town Council, the public, and other public and private entities. Performs analytical and policy research.

Essential Duties/Responsibilities:

- Performs a wide variety of functions to facilitate operations of the Town, i.e., planning, project initiation/implementation, maintenance, etc.
- Addresses public inquiries, complaints and concerns in a tactful, timely, and effective manner.
- Implements ordinances, policies, rules and regulations, and ensures statutory compliance.
- Researches and prepares varied projects and reports; presents findings and makes recommendations to the Town Manager and Town Council for solving administrative problems, development of new or special programs, and assuring that programs are implemented and evaluated.
- As directed by the Town Manager and working with Town Staff, oversees development of programs for short and long-range planning and prioritization of projects and programs. Works with Town Staff in assisting boards and commissions to assure the success of Town goals and objectives.
- Supports Town Staff performing a variety of functions to promote and stimulate business growth and overall economic development.
- Participates with Town Staff in representing the Town at meetings with Federal, State, and other local government officials.
- As directed attends a wide variety of professional and public meetings with Town Staff to represent the Town; explains and interprets policies, procedures, and/or functions of the Town at these meetings.
- Attends and participates in professional organizations and committees.
- Supports Town Staff representing the Town on committees involving activities directly or indirectly affecting the Town.
- Researches, prepares, and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Directs guides and facilitates teams, groups and committees.
- Participates with the Controller, Accounting Manager, and Town Manager in providing input to preparation of the annual Town budget.
- Performs other related duties as assigned by Town Manager.