

POSITION DESCRIPTION

Position Title: **Deputy City Manager**
Department: City Manager's Office
Division: Administration
FLSA: Exempt
Retirement: KPERS
Effective Date: August 1, 2026

GENERAL PURPOSE

This position reports directly to the City Manager and assists with all facets of the City's governmental organization and administration. Provides executive leadership, organizational oversight, strategic planning, policy implementation, and operational management of assigned departments, divisions, and City-wide initiatives. This position works closely with other departments and stakeholders in a collaborative manner to achieve City objectives and represents the City at various activities in the community. Work is performed with wide latitude for exercise of independent judgment and action under minimal supervision.

SUPERVISION RECEIVED

Works under the immediate supervision of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over the City Clerk, Finance, Human Resources, Convention and Visitor's Bureau, Probation Services, Court Services, Information Technology and other departments, divisions or offices as assigned by the City Manager. Assists the City Manager in supervision of the Assistant to the City Manager. Exercises supervision over all department employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Provides executive leadership for the City's economic development strategy, including business recruitment, retention, redevelopment initiatives, public-private partnerships, and incentive programs.
- Serves as "acting" City Manager during absence of City Manager in all meetings; i.e., City Commission Meetings, staff meetings, public speaking engagements, and all other official business with individuals and agencies desirous of working with the City of Leavenworth.
- Assists City Manager with annual budget preparation and negotiation with Department Heads, including presentation of the recommended budget to the Governing Body.
- Assists the Budget Team in the preparation of the Capital Improvements Program including negotiation with staff, presentations and consultations with the Planning Commission and Governing Body.
- Develops and monitors performance metrics, financial models, key performance indicators, and utilization reports using spreadsheets, financial systems, and other software applications to evaluate departmental performance, special projects, capital investments, economic development initiatives, and organizational effectiveness.
- Assists with the formulation and implementation of the City's Legislative Program, addresses State Legislation and prepares testimony for Governing Body members: including initiating and/or tracking legislation, contacting all state legislators.

- Coordinates City's participation and serves as liaison for the City with governmental organizations and other agencies as directed by the City Manager.
- Assists the City Manager in coordinating efforts with business and development partners, such as Main Street, Leavenworth County Development Corporation, Leavenworth-Lansing Chamber of Commerce, and Grow Leavenworth County.
- Responsible for the assessment and monitoring of technology needs within assigned divisions to ensure adequate levels of functionality, effectiveness and public access. Work with City Staff and applicable vendors to research, evaluate, implement and test technology upgrades.
- Confers with consultants, contractors, City staff and others on various department projects and/or events.
- Directs, coaches, mentors, and evaluates assigned department directors and supervisory personnel in the execution of their duties; identifies and/or provides training; schedules and approves leave; sets performance standards and evaluates/counsels employees.
- Attends all Commission/Governing Body meetings to ensure successful and coordinated events.
- Coordinates staff responses regarding Governing Body and Citizen inquiries and complaints.
- May be designated from time to time by the City Manager to serve as acting department director in the event of a vacancy in a department director position.
- Routine intergovernmental contact on matters pertaining to Fort Leavenworth Garrison Command.
- Serves as the City's ADA and Title VI Coordinator.

PERIPHERAL DUTIES

- Manages and coordinates the development and implementation of special projects as assigned by the City Manager.
- Oversees the City's airport operation and serves as primary point of contact for the airport manager.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Master's Degree from an accredited college or university in Public Administration or related field; and
- (B) At least five years of progressively responsible executive or senior management experience in municipal or county government including supervisory experience; and
- (C) Must possess a valid state driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, parks, information technology, and community development;
- (B) Advanced knowledge of economic development best practices, policies, incentive programs, and trends. Working knowledge of industrial and heavy commercial industry growth planning, recruitment and retention.

- (C) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- (D) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to efficiently and effectively administer a municipal government.
- (E) Ability to work closely with department directors, elected officials, governmental agencies, service organizations, etc. in a collaborative and effective manner to achieve positive results.

SPECIAL REQUIREMENTS

- Residency in Leavenworth city limits is preferred but not required.
- Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computers, including Microsoft Office, word processing, spreadsheet and database software programs; calculator, telephone, scanner, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

City Manager

Date

HR Director

Date