



JOB POSTING

Deputy City Manager **Annual salary: \$140,000 to \$168,000**

“CLOSED”

JOB SUMMARY

Reporting to the City Manager, the Deputy City Manager will provide leadership in several departments and outside agencies; provide policy guidance and coordinates administrative activities; fosters cooperative working relationships with City staff and acts as the City Manager on a relief basis and performs related work as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High School diploma or G.E.D. and Bachelor's degree from accredited college or university with major course work in public administration, business administration or a related field is required. A Master's degree is highly desirable. A minimum of 7 years of municipal management experience in increasing responsible roles including as an Assistant Department Head, Department Head, Department Head over multiple departments, Deputy City Manager or Assistant City Manager.

CONDITIONS OF EMPLOYMENT

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of a pre-employment physical exam and a background investigation including finger-printing.

SEE JOB DESCRIPTION FOR COMPLETE JOB DETAILS AND REQUIREMENTS

To obtain a City application and review the complete job description visit: www.ci.san-jacinto.ca.us
Applications also available at City Hall located at 595 S. San Jacinto Avenue, San Jacinto, CA 92583

SUBMIT JOB APPLICATION TO:

City of San Jacinto, Attn. Human Resource Dept., 595 S. San Jacinto Avenue, San Jacinto, CA 92583
City Hall is open to the public Monday thru Thursday from 8:00am to 5:00pm – **Closed on Fridays**

The City will not accept applications via facsimile or email