



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Deputy City Manager
DEP/DIV: City Manager
REPORTS TO: City Manger
EMPLOYEE STATUS: Full-Time/Non-Union
SALARY/GRADE: Classification 1/Group I
\$124,875 - \$211,908

JOB CODE:1009
ESTABLISHED: 04/27/2026
FLSA STATUS: Exempt
LOCATION: City Hall

GENERAL PURPOSE

Under general direction of the City Manager, assists in the management of government operations and advises and recommends courses of action on issues as assigned, and implements the mandates and directives of the City Manager and City Council. The Deputy City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City, providing expert advice and assistance to the City Manager, department heads and senior managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with the City Manager, management, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to City services.
- Act as the City representative on major projects affecting City government and/or the citizens of Joliet.
- Designated liaison and intermediary for City Council concerns. Respond to and resolve difficult, complex, and sensitive citizen inquiries and complaints; interpret, analyze, defend, and explain City policies, procedures, programs, and activities.
- Supervise designated department heads, establishing performance goals, and ensuring efficient service delivery.
- Coordinating with Emergency Management Agency (EMA) director and/or staff in the event of emergency response scenarios.
- Participate in the evaluation and finalization of the City Manager's agenda for the City Council; evaluate reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; select appropriate recommendations for presentation to the City Council.
- Negotiate highly complex contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation and monitoring of program or special project budgets.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration; incorporate new developments as appropriate.
- Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.



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- Provide leadership to Department Heads; review and recommend proposed legislation; make presentations to council, boards, commissions, civic groups and the public. Prepare a variety of studies, reports and related information for decision-making purposes.
- Assist the City Manager and City Council; conduct research, perform analysis, and prepare and present reports and other necessary correspondence.
- Review incoming correspondence, memoranda, reports and similar material for the purpose of determining action required or for making recommendations to the City Manager.
- Coordinate needs assessment and service delivery programs with other organizations to integrate and optimize these programs.
- Represents the City Manager at meetings they are unable to attend.
- Performs all other work as needed or assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong relationship-builder with the ability to work and act with the authority of the City Manager's office among the city leadership team and with the community.
- The ideal candidate will be a seasoned manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff.
- Comprehensive knowledge of the principles and practices utilized in municipal government operations, including the principles and practices of organization, administration, municipal finance, personnel, legal, financial, and public relations issues common to local government.
- Principles and practices of strategic planning; methods of analyzing, evaluating, and modifying administrative procedures.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Principles, practices, and techniques of planning and supervision.
- Considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. Ability to effectively meet and interact with the public; ability to handle stressful situations; ability to greet and respond to customers in a friendly, pleasant, and professional manner; ability to establish and maintain effective working relationships with employees, supervisors, and the public.
- Provide effective leadership and coordinate the activities of assigned municipal organizational units.
- Prepare and administer large and complex budgets; negotiate and administer contractual agreements.
- Conduct and direct research; perform difficult analysis and prepare and present reports; deal constructively with conflict and develop effective resolutions.
- Communicate effectively both orally and in writing; establish and maintain cooperative working relationships.
- Good knowledge of sources of information related to problems of local government.
- Ability to prioritize and execute tasks in a high-pressure environment.



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- Stellar oral and written interpersonal skills when interacting with coworkers, managers, the public, and government officials.
- Outstanding written, communication and presentation skills.

QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Public Administration or a closely related field
- Seven (7) years increasingly responsible experience in municipal government administration, including at least two (2) years of experience at the department head or top management level.
- A Master's degree in Public Administration or related field is desirable.

SPECIAL REQUIREMENTS

Must have a valid Illinois driver's license.

TOOLS AND EQUIPMENT USED

Personal computer including office suite, design and publishing applications, iPad, smart phone, calculator, telephone, and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

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 accommodations 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 operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 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 accommodations



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may be made to enable individuals with disabilities to perform the essential functions. The work is generally performed in an office environment. The noise level in the work environment is usually quiet, except for office equipment, background noises, subject to frequent interruptions by telephone callers and walk-in visitors. Occasional evening and weekend work hours to meet deadlines; must travel to various City locations to participate in presentations and meetings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.