DEPUTY MAYOR

DEFINITION: Under the direction of the County Mayor, The Deputy Mayor assists in developing, coordinating, and implementing the Mayor's priorities, policies, strategic initiatives, and major projects across Hamilton County Government. The position provides leadership in budget planning, intergovernmental relations, education and workforce development, and other areas assigned by the County Mayor.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.

This is a Fair Labor Standards Act Defined Exempt Position - Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. The employee in this position is paid a salary rather than an hourly wage for this position. FLSA does not limit the amount of work time an employer may require or expect from any exempt employee, on any schedule. Hamilton County Government expects an employee in this position to complete the work assigned regardless of the number of hours involved in completing the tasks assigned**.**

TASKS:

- Serves as a senior advisor to the County Mayor on county operations, public policy, budgetary matters, strategic priorities, and emerging issues.
- Assists the Mayor in developing, implementing, and monitoring administration-wide goals, policies, programs, and special initiatives.
- Works with County departments, elected officials, the County Commission, and external partners to advance the Mayor's priorities and resolve complex operational or policy issues.
- Represents the County Mayor in meetings and interactions with governmental entities, community organizations, educational institutions, businesses, and other stakeholders as directed.
- Provides analysis, recommendations, briefings, and reports to the Mayor regarding proposed policies, budgets, agreements, legislation, and major county initiatives.
- Coordinates education and workforce development priorities, including relationships with Hamilton County Schools, higher education, workforce agencies, and private-sector partners.
- Works with the Mayor, school system leadership, and appropriate County officials on school funding, facilities, and education-related budget and policy matters.
- Identifies opportunities for public-private partnerships, external funding, grants, and other resources to support county priorities.
- Assists with the development, review, and coordination of agreements, resolutions, presentations, and other materials associated with the Mayor's initiatives.
- Performs other executive, administrative, and special-project duties as assigned by the County Mayor.
- Coordinates the preparation, administration, and oversight of the Mayor's Office budget, including expenditure monitoring, budget planning, and coordination with appropriate County financial personnel.
- Leads or coordinates major capital projects, strategic investments, and cross-departmental Initiatives as assigned by the Mayor; monitors milestones, budgets, partnerships, and implementation.

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KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Knowledge of federal, state, and county laws, rules, regulations, policies, practices, and procedures related to public programs, activities, and projects.
Knowledge of federal, state, and county funding sources, budgetary planning, development and implementation methods, practices, and procedures.
Knowledge of federal, state, and county laws, rules, regulations, and guidelines related to human resources and risk management.
Knowledge of county government operations, public administration, applicable laws, policies, and procedures.
Knowledge of public budgeting, financial oversight, strategic planning, project management, and funding sources.
Knowledge of management and administration methods, practices, and procedures.
Knowledge of customer service/public relations methods, practices, and procedures.
Knowledge of long-range strategic planning and goal setting.
Knowledge of research, analysis, and development of grants, contracts, and resolutions.
Knowledge of networking with federal, state, and community agencies, organizations, and advocacy groups.
Skill administering a variety of department programs and services in compliance with all applicable guidelines.
Skill prioritizing, scheduling, assigning, reviewing, motivating, and evaluating management-level work.
Skill developing and implementing internal controls, policies, and procedures.
Skill planning, developing, administering, monitoring, and approving budgetary expenditures.
Skill in written and verbal communication, negotiation, relationship management, and preparation of executive briefings and public presentations
Skill utilizing verbal and written communication in the development of reports, presentations, policies, contracts, and resolutions.
Skill in mediating differences, resolving grievances, and negotiating contracts and agreements.
Skill in responding to inquiries from the media and elected officials.
Skill establishing and maintaining effective working relationships.
Skill in coordinating cross-functional work and monitoring project deliverables, expenditures, and performance
Ability to analyze complex issues, establish priorities, coordinate multiple stakeholders, and develop practical recommendations.
Ability to exercise discretion, sound judgment, and confidentiality in handling sensitive matters.

MINIMUM QUALIFICATIONS:

The equivalent of a bachelor’s degree and 8 years of work experience in government or a related field. Must possess a valid driver’s license.

ADDITIONAL REQUIREMENTS:

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Prior to operating a County-owned vehicle, all employees are required to complete the HC Defensive Driving course and/or an Emergency Vehicle Operations Course (EVOC) provided at the department level.

PHYSICAL REQUIREMENTS:

Work requires ongoing public relations and community contact. Work also requires a minimum to moderate amount of physical effort with intermittent typing, sitting, standing, walking, and driving.

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

All positions within Hamilton County Government are considered work **in person** and require regular and punctual attendance.

All positions within Hamilton County Government may require work on Holidays or weekends. Additionally, irregular hours and shift work may be required, including the possible extension of shift hours, at times with short notice.

AN EQUAL OPPORTUNITY EMPLOYER

Hamilton County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Hamilton County's Equal Employment Opportunity Plan (EEOP) & Utilization Report is available on the County's Equal Employment Opportunity (EEO) Office home page.
https://www.hamiltontn.gov/Department_EqualEmploymentOpportunityOffice.aspx

Prepared by: TM
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