

**CITY OF FONTANA
DEPUTY CITY MANAGER**

DEFINITION: To plan, organize, direct and review the operations and services of the assigned City departments and divisions; assist the City Manager in planning, directing and reviewing the activities and operations of the City including development and implementation of City policies and procedures; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED: Receives general administrative direction from the City Manager. Exercises direct supervision over administrative, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Direct, manage and assume responsibility for all assigned department services and activities; direct organization, staffing and operational activities.
- Participate in developing, planning and implementing goals and objectives for the City; recommend and administer policies and procedures.
- Select, train, motivate and evaluate administrative personnel; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee service delivery methods to ensure the efficient delivery of quality City services; develop and implement service delivery improvements to maximize available City resources.
- Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance and services.
- Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the City manager and City Council.
- Conduct research and develop recommendations on City-wide work methods, operating policy and procedures, programs, services, and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and other correspondence.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget request; monitor appropriate budget accounts.
- Represent the City Manager at meetings by making presentations to explain program or project status; answer questions or arrange for compilation of data to assist in decision-making process.
- Administer specific program activities by planning, organizing and supervising activities; establish and implement, with approval, operating policies and procedures.
- Participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as Acting City Manager as required.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER

WORKING CONDITIONS: Position requires frequent standing and walking; sitting for extended periods; normal manual dexterity and hand/eye coordination; corrected vision to normal range; verbal and oral communication; use of office equipment including computer, telephone,

QUALIFICATIONS:

Knowledge of:

- Modern and highly complex principles and practices of municipal administration, departments, organization and economic development functions and services.
- Current social, political and economic trends and operating problems of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of municipal government budget preparation and administration.
- Principles and practices of organization, administration and personnel management.
- Research and reporting methods, techniques and procedures.
- Sources of information related to a broad range of municipal programs, and services and administration.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide effective leadership and coordinate the activities of the municipal organization.
- Effectively administer a variety of City-wide programs and administrative and budgetary activities.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret and apply City policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Gain cooperation through discussion and persuasion.
- Supervise, train and evaluate assigned staff, including directing department heads in policy implementation.
- Assist in developing, administering, coordinating and monitoring a large municipal budget.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports and develop appropriate recommendations.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience: Seven years of increasingly responsible administrative experience in a municipal government including three years of administrative and supervisory responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration or a related field.