

CITY OF FONTANA COMMUNITY SERVICES SUPERINTENDENT

DEFINITION: Under limited direction, provides complex support and managerial assistance to the Director of Community Services in planning, directing, and reviewing activities of the Community Services Department, including all cultural, arts, recreation, athletic, and human services for diverse populations; and assists in the coordination of assigned activities with other City departments and outside agencies. This position manages and oversees the department's budget. Serves as the lead management staff in the absence of the Director of Community Services.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Director of Community Services and exercises direction supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices:

- Assist the Director in the overall planning, developing, and implementing departmental goals and objectives.
- Participate in the development and implementation of departmental goals, objectives, and strategic plans. Evaluate, recommend, and administer policies and procedures.
- Oversee aspects of the Department's budgeting and purchasing.
- Oversee aspects of the After School Program management.
- Provide complex technical and administrative support to the Director of Community Services and City Council on Community Services related matters; direct special projects and research as assigned or as necessary.
- Assist in the preparation and supervision of the City's long-range park and recreation facility operations and improvement planning.
- Apply systematic risk management processes in both internal and public-facing settings.
- Promote and maintain a healthy and productive working environment for the Department's cadre of employees and volunteers.
- Assist in directing the preparation of agenda items for the City Council and other committees, commissions, and boards involved in Community Services planning activities.
- Be prepared to attend City Council meetings as the Department's staff representative.
- Assist in coordinating Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Community Services Director and City Council; prepare and present staff reports and other necessary correspondence.
- Assist in department direction and oversight and develop the Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

- Supervise and participate in the development and administration of the Community Services staffing, equipment, materials, and supplies; monitor and approve expenditures; ensure compliance with approved budget allocations and financial policies; and assist in implementing mid-year adjustments.
- Review of the department's workforce. Lead and participate the recruitment, selection, training, motivation, and evaluation of assigned personnel; provide or assist in the coordination of staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Oversee the development and review of staff reports related to capital improvements and other public works matters, present reports to a variety of commissions, committees, boards, and the City Council.
- Serve as Acting Director in the absence of the Director.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

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

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge and background in the following:

- Familiarity with community services, parks, and recreation standards, practices, and regulatory requirements.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Modern principles and practices of cultural, arts, after-school, recreation, athletic, and human services for diverse populations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Knowledge of relevant tools, software, and/or technology used within the role.
- Understanding of organizational policies, procedures, and best practices.
- Principles and practices of excellent customer service.
- Knowledge of safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.

The incumbent must have ability to:

- Understand finance, budgeting, and purchasing principles.
- Manage Park and recreation facility operations and improvement planning.

- Develop procedures for implementing and evaluating providers of contracted services.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations that support goals.
- Develop and maintain strategic partnerships with outside entities.
- Identify, coordinate, and resolve various interests in developing community service objectives.
- Identify and respond to the public and City Council issues and concerns.
- Gain the confidence and cooperation of others through discussion and persuasion.
- Prepare and administer a budget.
- Interpret and apply City policies, procedures, laws, and regulations.
- Select, supervise, train, and evaluate assigned staff effectively.
- Make sound decisions in a timely manner.
- Manage and resolve conflicts or disagreements constructively.
- Establish and maintain cooperative working relationships with those contacted during work.
- Use a personal computer, telephone, and other electronic devices, to access information, complete documentation, and communicate effectively.
- Understand and follow both oral and written instructions accurately.
- Identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.
- Work collaboratively with others in a team environment.
- Perform tasks accurately and thoroughly, with a focus on quality.

Experience: Seven (7) years of increasingly responsible Community or Recreation Services experience including three (3) years of administrative and supervisory responsibility.

Education: Equivalent to a bachelor's degree from an accredited college or university in public administration, recreation, business administration, human services, kinesiology, or closely related field. A combination of education and significant year-to-year directly related experience will be considered. A bachelor's degree from an accredited college or university in public administration, recreation, business administration, human services, kinesiology, or closely related field is preferred.

LICENSES/CERTIFICATIONS: Possession of and continuously a valid CA Class "C" Driver's License throughout employment.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB1234.

Notes:

Classification established August 5, 2025