

**CITY OF FONTANA
CITY MANAGER**

DEFINITION: Under policy direction from the City Council, plans, directs and reviews the overall activities and operations of the City of Fontana; coordinates City activities with other outside agencies and organizations; and provides highly responsible and complex administrative support to the City Council. Exercised direct supervision over management staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop, plan and implement goals and objectives for the City; recommend and administer policies and procedures; research City Council requests regarding policy; prepare and submit recommendations.
- Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; update the City Council on the status of various projects.
- Oversee the development of the annual City budget in accordance with City Council directives; monitor monthly expenditures and report significant variances to the City Council; develop alternate revenue sources for City Council projects; oversee the implementation of City-wide goals and objectives.
- Select, train, motivate and evaluate administrative personnel; implement discipline and termination procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implement improvements.
- Serve as liaison between the City of Fontana and other cities, elected officials and outside agencies; explain and justify City programs, policies and activities; negotiate and resolve significant and controversial issues.
- Provide direction regarding City-wide organizational development programs; develop, administer and participate in employee meetings to assess organizational climate and employee attitudes.
- Direct, oversee and participate in the development of the City's work plan; assign work projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Analyze and establish the City's position on State and Federal legislation which may impact the City; communicate the City's position to appropriate individuals and committees of the State and Federal government.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Respond to citizen inquiries and resolve difficult and sensitive complaints; assign departments to handle and resolve citizen complaints and concerns in a timely manner.

- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

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

WORKING CONDITIONS: Positions requires working in a standard office environment and involves sitting, standing, walking, reaching twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing reports using a computer keyboard. Additionally, this position requires near, far, and color vision in reading plans, reports and using the computer; acute hearing is required when interacting with the public and City employees. The incumbent also must be available to be called for local emergencies, attending meetings in various other cities, work irregular or extended hours to attend various meetings, and work with constant interruptions.

EXPERIENCE AND TRAINING GUIDELINES

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

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

Ability to:

- Manage, provide leadership to and coordinate the activities and operations of a large municipal organization.
- Effectively administer a variety of municipal programs and administrative activities.
- Identify and respond to public and City Council issues and concerns.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Allocate limited resources in a cost effective manner.
- Gain cooperation through discussion and persuasion.

- Select, supervise, train, evaluate and motivate management staff.
- Prepare and administer a large municipal budget.
- Evaluate and develop improvements in City operations, procedures, policies and methods.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including the members of the City Council, government officials, management staff, general employees, public agencies, developers, consultants, and the general public.

Experience: Five years of increasingly responsible experience in a local public agency in an administrative and managerial capacity involving responsibility for the planning, organization, implementation and supervision of varied work programs.

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