

**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. 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 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 requests; 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 mid-year adjustments.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as Acting City Manager as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain prompt and regular attendance.

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

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

**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 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, services, and administration.
- Understanding of regulatory compliance with Federal, State, and local laws, City ordinances, and Departmental policies.
- 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.
- 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.

**Experience:** 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 seven (7) years of increasingly responsible administrative experience in municipal government, including three (3) 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 closely related field.

**License/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, and physical examination. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.