

## **CITY OF RIALTO**

### **CITY ADMINISTRATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the City of Rialto; to administer City functions through departmental management staff; to oversee the City's expenditures and revenues to ensure fiscal soundness; to serve as Executive Director of the Redevelopment Agency; to coordinate City activities with outside agencies, civic groups, inter-governmental agencies, public and private organizations, and City residents; and to provide complex administrative support to the Mayor and City Council.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Mayor and City Council.

Exercises direct supervision over management, supervisory, professional and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assume full management responsibility for all City operations; administer City functions through departmental management staff; serve as Executive Director of the Redevelopment Agency; recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities; coordinate long- and short-term organizational studies on City issues.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

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5. Assess and monitor work load, administrative support systems and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate management personnel; resolve personnel concerns and issues; maintain the City's recruitment and classification program; meet with union representatives as necessary; coordinate, and encourage employee development and training.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; oversee expenditures and revenues to ensure fiscal soundness; approve expenditures and implement budgetary adjustments as appropriate and necessary.

**Essential Functions:**

8. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties, outside agencies and organizations.
10. Meet with business leaders in the community to coordinate and develop economic development strategies and programs.
11. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal program management and administration.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a large municipality.  
Advanced principles and practices of public administration and policy development.  
Laws of California governing municipal operations.  
Legal guidelines and standards which impact City operations.  
Funding sources for City programs.  
Principles and practices of governmental accounting and public finance.

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Principles and practices of economic development.  
Principles and practices of program development and administration.  
Methods of analyzing, evaluating and modifying administrative procedures.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Manage and direct the operations, services and activities of a major municipality.  
Plan, organize and direct the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Delegate authority and responsibility.  
Identify and respond to community and City Council issues, concerns and needs.  
Develop and administer City-wide goals, objectives and procedures.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.

**Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

**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 experience in municipal government, including five years of management responsibility.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field.