

**CITY OF RIALTO**

Approved by City Council: 8/13/19

FLSA Exemption Status: Exempt

No

Group: Unrepresented

DOT Participant:

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**DEPUTY 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 provide a variety of high level administrative and complex support to the City Administrator in the overall management of the City of Rialto; to serve in the capacity of the City Administrator in his/her absence; to administer City functions through departmental management staff; to assist City Administrator with liaison with the Mayor and City Council; and to perform a variety of related management and special projects as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative and policy direction from the City Administrator.

Exercises general supervision over management, supervisory, professional, technical, and clerical staff, as assigned.

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

**Essential Functions:**

1. Supports the City Administrator by fulfilling the role of Chief Operations Officer (COO) and facilitating the daily operations of the City.
2. Assists the City Administrator and the City Council in establishing the City's short and long-range goals, and anticipates and resolves organizational issues, concerns, and opportunities.
3. Provides strategies in collaboration with the City Manager, department heads, and other City management staff in accomplishing the City's goals, and in addressing a wide variety of complex daily operational challenges.
4. Provides direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.
5. Participates in the development and administration of the City budget; conducts strategic long-term financial planning relative to estimated revenues, expenses and liabilities; makes appropriate recommendations and adopts effective strategies to address the City's finances relative to the analysis; participates in providing annual budgetary direction to departments.
6. Analyzes contracts, reports, bids, and similar items; directs high profile community studies, regional programs, organizational and departmental assessments, and surveys; develops and presents recommendations for the City Administrator's Office on a wide variety of subjects.
7. Prepares, critiques, and delivers presentations to the City Council and City Administrator, on behalf of staff and other agencies and firms.

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8. Participates as a member of the City's executive management team and engages in decision-making involving policy options, programs, and use of City resources.
9. Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; acts as liaison for the City with local and state agencies on administrative matters.
10. Organizes and leads projects on behalf of the City Administrator's Office; drafts and presents reports and recommendations; coordinates communications requiring interaction with City departments.
11. In the absence of the City Administrator, may serve as Acting City Administrator and assume direct line authority over the departments and activities of the City.
12. Establishes, within City policy, appropriate service and staffing levels for the organization working closely with department heads relative to needs and in conjunction with the budget process; participates in the monitoring and evaluation of the efficiency and effectiveness of departmental service delivery methods and procedures.
13. Serves as a liaison, in addition to or in lieu of the Director of Community Development, with the financial and business community, government agencies, Chamber of Commerce, and other representatives to facilitate business expansion and development opportunities.
14. In conjunction with the Director of Community Development, develop programs and activities to attract and retain businesses for the City; negotiate and develop business agreements; assist new businesses with development process; provide information City policies and procedures.
15. In conjunction with the City Clerk, coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues.
16. Participate in labor relations activities in conjunction with Director of Human Resources & Risk Management; participate in decisions affecting personnel policies.
17. Participate in coordinating the agenda for City Council meetings; review staff reports for completeness and accuracy, and coordinate with department heads relative to report content and presentations.
18. Maintain communication with other jurisdiction officials to coordinate regional issues and represent the City; represent the City's interests and positions before legislative and rule-making authorities at levels of government; recommend policies and procedures.
19. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
20. Develops, coordinates, and manages multiple contracts and projects; solicits and negotiates consultant services.
21. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
22. Represents the City to other elected officials and outside agencies; coordinates City activities with those of other departments, outside agencies, and organizations.

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23. Provides staff assistance to the City Administrator; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; facilitates public meetings and discussions on complex topics.
24. Responsible for legislative advocacy and tracking, as well as preparing letters, analysis, and presentations in support of the City Council's legislative agenda; coordinates with any City legislative advocates at the region, state, and federal levels.
25. Attends and participates in professional group meetings; and stays current on new trends and innovations.
26. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
27. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of municipal administration, organizations, and functions.
- Current social, political, and economic trends and operating problems of municipal government.
- Principles and practices of public financing and municipal budgeting.
- Principles and practices of financial analysis and long-term strategic financial planning.
- Principles and practices of economic and community development.
- Business leaders and developers in the local and regional community.
- Industrial and demographic characteristics of the region.
- Principles and practices of marketing and public relations.
- Principles and practices of research and report preparation.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Local and state legislative processes.
- Methods of assessing municipal operating requirements.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Principles of human resource management and organizational development.
- Methods and techniques of supervision, training, and motivation.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

**Ability to:**

- Assist the City Administrator in managing overall City operations.
- Provide effective leadership.
- Coordinate a variety of program activities.
- Develop and administer City-wide goals, objectives and procedures.

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- Conduct financial analysis related to City revenues, expenses, and liabilities; recommend and implement strategies to address City finances.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Work independently and as part of a team.
- Select, supervise, train, and evaluate staff.
- 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.
- Present ideas and concepts before groups or in written publications and facilitate discussions.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable 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.
- Work weekends, evenings, attend night meetings, including City Council meetings, and attend special events as needed.

**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 administrative or managerial experience in a public administration setting, including four years of management or supervisory experience at the department head level.

**Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a closely related field, A Master's degree in public or business administration is highly desirable.

**Licenses and Certifications**

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

**Environmental Conditions:**

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.