



THE CITY OF
RIALTO, CALIFORNIA



Invites your interest in the position of

DEPUTY CITY ADMINISTRATOR



Consider This New and Exciting Opportunity to do the Ordinary Extraordinarily Well!

The City of Rialto, California invites applicants for this exciting career opportunity to serve as its Deputy City Administrator, a newly created position. The selected candidate will be joining the city's new energetic City Administrator in making a lasting impact on a community that is on the move. Ideal candidates will be interested in working in a fast paced and dynamic organization with the ability to build trust and confidence across all City Departments while developing ways to assist the agency in operating more efficiently and effectively.

ABOUT THE CITY OF RIALTO

Located in San Bernardino County, the City of Rialto is known as the "Bridge to Progress". Conveniently located to some of the State's majestic snowcapped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, visiting Disneyland and/or Universal Studios, the Music Center, the California Speedway, Hollywood, historic



mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking balance between

visitors, businesses, and residents.

Housing in Rialto is affordable. Single family homes are well within reach for most families. The Rialto Unified School District, Fontana Unified School District, and the Colton Joint Unified School District enjoy an excellent relationship with the community.

THE ORGANIZATION

The City of Rialto, with a total area of 22.4 square miles, is located in the County of San Bernardino, California. The City was incorporated as a municipality in 1911 as a general law city. Recognized as the "Bridge City," Rialto is home to a highly diverse community of over 100,000 residents, 25,000 households, and various industrial and commercial businesses.

The City is governed by a Council / City Administrator form of government. The City Council is made up of four members elected at-large and one elected Mayor all serving four-year terms. The City Clerk and Treasurer are elected officials.

Rialto is a full-service municipality with approximately 304 full-time employees and 98 part-time employees. City Departments include Administration, Finance, City Clerk/Management Services, Community Services, Community Development, Fire, Police, Human Resources & Risk Management, Public Works and City Treasurer.





THE POSITION

The Deputy City Administrator reports to the City Administrator and will partner with the City Administrator in a broad range of activities.

The Deputy City Administrator provides a high level of administrative and complex support to the City Administrator in the overall management of the City of Rialto; serves in the capacity of the City Administrator in his/her absence; administers City functions through departmental management staff; assists City Administrator with liaison with the Mayor and City Council; and performs a variety of related management and special projects providing key strategic leadership and direction. The Deputy City Administrator provides direct supervision over major interdepartmental operations, leads citywide programs and initiatives having the highest level of City Council and community visibility. Additionally the Deputy City Administrator is an at-will employee, serving at the pleasure of the City Administrator, a part of the Executive Team, working with peers for operational success.

Key specific program areas for the Deputy City Administrator may include: economic development; city council meeting issue development and agenda management; employee relations and labor negotiations; citywide communications and media relations; legislative advocacy; budget development; inter-governmental relations; information technology; and special projects.

THE IDEAL CANDIDATE

The successful candidate for the Deputy City Administrator must be a professional with outstanding judgment, management skills and integrity who is also organized, energetic, self-confident, and have an open, approachable personal style. He or she must be able to provide leadership

that will inspire, motivate, and empower key staff and department heads to achieve established goals. The position requires an individual who is fiscally prudent, politically astute, and is comfortable with interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

The successful individual will:

- Possess knowledge and experience with complex municipal operations and issues. Experience working in a full-service city and in California is highly desirable.
- Be a capable leader, but able to function as a team player.
- Be someone with high integrity and ethical standards.
- Demonstrate understanding of municipal finance and budgeting.
- Promote transparency in government.
- Be a good listener, strong negotiator on the City's behalf, and excellent long-term, strategic planner.
- Provide clear communication to the City Administrator, staff and community.
- Possess strong interpersonal skills and the ability to relate to a diverse community.
- Be comfortable working with an engaged community with high expectations.

In summary, the ideal candidate will be a highly experienced professional individual who will work with the City Administrator and Executive Team to implement the policies of the City Council in an efficient and effective manner.

EXPERIENCE & EDUCATION

Candidates must demonstrate significant, progressively responsible management experience and success. Prior experience in a comparable, diverse, full-service city is highly desirable.

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be demonstrated as follows:

Education: A Bachelor's degree from an accredited college or university is required 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.

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.

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

SELECTION PROCESS

The City Administrator wishes to continue the City's tradition of stability and desires that the candidate selected will make a long-term commitment. This is a confidential recruitment and will be handled accordingly. References must be submitted; however, they will not be contacted until mutual interest is established. **Application Packets (including resume, cover letter, and references) must be submitted by September 23, 2019.** The review of applications will begin after this date. The City will invite the most highly qualified candidates to participate in an oral panel interview process.

COMPENSATION & BENEFITS

The City of Rialto provides a very competitive compensation and benefits package.

The current annual salary range for this exempt classification is \$154,148—206,579 per year, based on qualifications.

In addition, the City offers a benefits package including:

- **CalPERS Retirement:** "Classic" members of CalPERS participate in a formula of 2.7% @55; New Members to CalPERS are subject to PEPPRA, which includes a formula of 2% @62 based on highest year compensation.
- **Health Insurance:** 100% City-paid for employee and dependents.
- **Flexible Spending Account:** Allows the employee to pay for dependent care and unreimbursed medical expenses on a pre-tax basis.
- **Employee Assistance Program:** The City pays 100% of cost.
- **Vacation Leave:** Starting with 120 Hours per year, increasing with years of service.
- **Sick Leave:** 120 Hours per year.
- **Holidays:** 11 Recognized Paid Holidays.
- **Administrative Leave:** 140 Hours per fiscal year.
- **Deferred Compensation:** City paid contribution of \$750.00 / Month.
- **Education Incentive :** 7.5% for Master's Degree.
- **City Vehicle:** Provided.



NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in this bulletin may be modified or revoked without notice.

The City of Rialto is an Equal Opportunity Employer

Please see Job Posting for Veteran's Preference information.

To apply for this excellent opportunity, visit us at:

<https://www.governmentjobs.com/careers/rialto>