

CITY OF FONTANA

Invites your interest for the position of

DEPUTY CITY CLERK



FONTANA
CALIFORNIA

OPEN UNTIL FILLED
FIRST REVIEW ON JANUARY 28, 2021



ABOUT OUR CITY

Nestled against the San Bernardino Mountains, Fontana is a modern city that offers its residents and visitors a wealth of community activities, combined with a thriving local economy and central and easy access to major business centers.

Industrial and trucking-based industries continue to prosper in Fontana, due to the City's location at the crossroads of major trade routes (Interstates 10, 15, and 210) and the presence of the Union Pacific Railroad. The City is also home to many large retailers and small businesses. The Fontana Metrolink station provides a low stress commuting option for residents working in the Los Angeles metropolitan area.

Today, more than **213,000** people call the City of Fontana home. Fontana's low crime rate, affordable housing, diversity, and below average unemployment rate has made the city one of the fastest growing in California and a trendsetter in San Bernardino County. Despite the city's rapid growth, Fontana still maintains a hometown atmosphere.

Fontana is a very dynamic City that has roots in the steel industry and is comprised of a unique blend of both residential and industrial uses. It is a general-law city that is governed by a five-member City Council, including the Mayor, under the Council-Manager form of government. The City Manager is responsible for carrying out policies and ordinances that are adopted by the City Council, overseeing the day-to-day operations of the government, and appointing department heads. The City of Fontana is organized into three major units that are led by two Deputy City Managers and the Chief of Police. The Administrative Services Organization includes the Office of the City Clerk, the Community Services Department, the Information Technology (IT) Department, the Management Services Department, and Housing & Economic Development. The Development Services Organization includes the Community Development Department, the Engineering Department, Building and Safety, and the Public Works Department. The Human Resources Department reports directly to the City Manager.

The City of Fontana provides first-class services to the community such as police protection; the construction and maintenance of highways, streets, and other infrastructure; waste water and sanitation services; and recreational services and cultural events. The City's overall budget for **FY 2020-21 is approximately \$236 million.**

Fontana was named one of the Nation's 100 Best Communities for Young People by America's Promise Alliance and ING in 2008 and again in 2010. In 2014, Fontana was named in the Top 20 Safest Cities in the Nation by Business Insider. In 2018, Fontana was named the Most Prosperous City in California and the Fourth Most Prosperous City in the U.S. out of cities with a population of over 100,000. The Press-Enterprise recognized the City as a Top Workplace in the Inland Empire for three consecutive years based on the results of an employee feedback survey administered by an independent research firm.

CITY CLERK'S DEPARTMENT

The City Clerk's Department is responsible for: preparing agendas and minutes for all City Council meetings; maintaining official City records; receiving and processing all public records requests, subpoenas, liability claims filed against the City, agreements/contracts, resolutions, and ordinances; maintaining the Municipal Code; conducting, coordinating, and overseeing municipal elections; processing board commission applications for appointment; and Campaign Disclosure and Economic Interest reports filings.

The City Clerk's Department also serves as the City's filing office for campaign statements and conflict of interest statements as required by the Fair Political Practices Commission (FPPC). The Deputy City Clerk is the election filing officer and is responsible for coordinating all city elections.



DEPUTY CITY CLERK POSITION

The Deputy City Clerk shall be responsible for and perform all functions necessary for the efficient operation and maintenance of Records Management and the full services of the Department of the City Clerk, except for those mandatory duties performed by the elected City Clerk as stated in FMC section 2-292 and 2-293; to provide highly responsible and complex administrative support to the City Council and the City Manager. This position receives administrative supervision from a Deputy City Manager. Below is a list of essential functions of the position; however, it is not exhaustive and may be supplemented as deemed necessary by the City:

- Develop, plan, and implement the goals and objectives of the Department of the City Clerk, and to recommend and administer policies and procedures affecting the activities of the Department of the City Clerk.
- Supervise and coordinate city elections, aid the public with county and school elections, train election staff, and order and maintain election supplies and equipment.
- Coordinate activities of the Department of the City Clerk with those of other departments and outside agencies and organizations, provide staff assistance to the city council and city manager, and prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the work plan of the Department of the City Clerk; assign work activities, projects and programs; monitor work flow; prepare and maintain a procedures manual for the department; and review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the elected officials, boards and commissions, and other departmental budgets; direct the forecast for additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; and implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as Filing Officer for city appeals as designated by various sections of the Fontana Municipal Code.
- Prepare and update the city's conflict of interest code and serve as Filing Officer for the Fair Political Practices Commission.
- Receive and open sealed bids and formally release bid bonds.
- Receive, process, and maintain claims, summonses and complaints; and notify claimants of any action on claims received.
- Plan and direct the maintenance, updating and filing of official municipal documents and records, including maintaining an active continuing program for the economical and efficient management of these documents and records; direct the publication, filing, indexing and safekeeping of all proceedings of the city council; supervise codification of ordinances; and supervise the preparation of city council and commission minutes and other documents.
- Supervise the publication of legal advertising.
- Assist the public and city staff by providing information and research assistance.
- Certify documents and record affidavits with the county recorder.
- Provide information and organize material in compliance with federal, state, and local laws, regulations and policies.
- Direct the retention and destruction of official records in accordance with applicable laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary by the city manager or the city council to support the daily operations of the city.

THE IDEAL CANDIDATE

The City of Fontana is seeking an energetic, motivated self-starter with unquestionable professional integrity. The ideal candidate must have strong leadership and management skills, be able to work well with others, and have a keen ability to mediate and negotiate appropriate solutions to difficult and sensitive situations. The Deputy City Clerk must be a facilitator, able to fully understand the needs and goals of the City while maintaining legal and ethical standards and best practices. The ideal candidate must be able to embrace and promote change, as they will be instrumental when leading the City towards emerging trends in municipal management while maintaining a superior level of service to both internal and external customers. They should also be persistent, motivated, an effective communicator, organized, and able to mentor staff.

The ideal candidate must be a strategic thinker with extensive knowledge of modern public sector practices and technologies. They must have the ability to employ different leadership approaches and work styles with employees with the ability to recognize an individual's strengths and weaknesses and determine how to maximize their contributions to the overall success of the City. They must be a problem solver, as they will be relied upon to lead and sustain an exceptional team that will enable the City to continue to provide superior services to other departments as well as to the general public.

EXPERIENCE & TRAINING: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Four (4) years** of experience performing responsible and complex administrative office work in a City Clerk's office including two years of supervisory responsibility. **EDUCATION:** Training equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration or a related field. **LICENSES/CERTIFICATIONS:** Possession of, or ability to obtain an appropriate, valid California driver's license. Certification as a Certified Municipal Clerk (CMC) is required.

COMPENSATION & BENEFITS

Salary: Determined by the candidate's qualifications, including applicable experience and education.

Cell Phone Allowance: \$1,020/year

Auto Allowance: \$7,200/year

Longevity Pay: Payable after 10 years of service

Personal Leave Accrual (Vacation & Sick Leave): 224-312 hours/year (depending on years of service)

Administrative Leave: 80 hours/year

Holidays: 11 City-observed holidays, and an additional three (3) Floating Holidays

Work Schedule: 4/10 work week (Monday – Thursday)

Retirement: Enrollment in the California Public Employees Retirement System (CalPERS)*

Classic CalPERS Member: 2% @ 55, 7% employee contribution

New CalPERS Member: 2% @ 62, 6.25% employee contribution

**Member contribution subject to change*

Health Insurance (Medical, Dental, & Vision Insurance): Up to \$2,549/month towards the purchase of medical, dental, vision, group life, and short and long term disability insurance

Fringe Benefits: All fringe benefits which are proportionate to those provided to Management/Confidential Unit employees



APPLICATION PROCESS

If you are interested in working with the public to make a positive impact in the community, you are invited to consider employment with a fast growing, diverse, and flourishing city.

Interested candidates should submit a City application online at www.Fontana.org/Jobs. This recruitment will be Open Until Filled, with the first review of applications scheduled tentatively for **Thursday, January 28, 2021**. Applications must be filled out completely and clearly to show that the minimum qualifications are met. Resumes may be submitted but cannot be accepted in lieu of an official application. Emailed or facsimiled applications will not be accepted. Applications that are received after the closing date and time, regardless of postmark date, will not be considered. Incomplete or illegible application packets may result in disqualification.

Following a review of each application submitted, the most qualified applicants will be invited to move forward in the recruitment process for this position, which may include a written exercise and/or multiple interviews. The successful candidate will be required to pass a comprehensive background investigation conducted by the Fontana Police Department, which includes reference checks, fingerprinting, and a pre-employment physical.

If you have any questions, please contact the Human Resources Department at (909) 350-7650 or via email at humanresources@fontana.org.



APPLY: WWW.FONTANA.ORG/JOBS | (909) 350-7650