

## **INTERIM EXECUTIVE**

### **Definition:**

Under general administrative direction, an Interim Executive is responsible on an interim basis for the planning, organizing, and directing the operations and staff of assigned department or programs; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex management support to the City Manager and/or City Council in areas of expertise. This position performs related work as required.

Appointees to this position are at-will and will serve as an interim employee for a specified duration, typically less than one year, on City of Fullerton needs.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include but are not limited to the following depending on project or assignment:

Plans, organizes, directs and manages all activities of an assigned department or programs.

Coordinates activities of assigned department or program with other departments and outside entities as needed.

Advises the City Manager, City Council, and other City departments/divisions on areas of expertise.

Develops, recommends, administers, interprets and enforces policies and procedures of assigned department or programs.

Is responsible for the training, supervision and evaluation of all assigned staff.

Directs and conducts professional level research and analysis pertaining to a variety of organizational and operational issues and evaluates and develops recommended solutions.

Directs and participates in the preparation of a wide variety of administrative tasks (e.g., surveys, plans, specifications, requests for proposals, studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances) in accordance with applicable state and federal laws and local codes and standards.

Makes oral and written presentations and prepares exhibits representing assigned projects and programs.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of assigned department or program.

Ensures department/program of responsibility complies with all applicable laws and regulations.

Represents the City at community, inter-departmental, inter-agency and professional meetings as required.

Makes budget recommendations and administers the expenditure of funds of assigned department or program.

Operates modern office equipment including computer equipment and specialized software application programs.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

**Class Characteristics:**

Interim Executive is an at-will, limited term executive position. An Interim Executive is appointed by and reports to the City Manager or a department head and has broad responsibility for the safe, effective and efficient administration of assigned department or program activities.

**Contacts and Relationships:**

An Interim Executive supervises division managers and/or professional/administrative support staff and through them all staff assigned to the department or program. An Interim Executive establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact may occur with professional and technical consultants, a variety of individuals or groups of citizens, public and private representatives, City committees, commissions, contractors, vendors and local/non-local businesses.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Municipal government organization, administration and operations related to assigned department or program.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, and revenue sources related to assigned

department or program.

Techniques of research and analysis and methods of making effective oral and written presentations.

Applicable legal issues, federal, state and local laws, codes and regulations related to area of responsibility.

Budgeting methods and procedures.

Public relations and customer service techniques.

Goal-setting methods and the design of workload and performance indicators.

Negotiations and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Operate modern office equipment including computer equipment and applicable and specialized software.

**AND**

**Ability to:**

Provide leadership for the staff and programs of assigned department or program.

Plan, organize, and manage an assigned department or program.

Perform technically complex tasks related to assigned department or program.

Manage potentially sensitive and confidential information.

Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations.

Select, train, motivate, supervise and evaluate staff.

Use independent judgment and initiative.

Interpret and apply applicable laws, rules and regulations.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Resolve conflict situations in a fair and amicable manner.

Adhere to deadlines.

Handle job stress and maintain composure in public settings.

Communicate effectively orally and in writing and prepare exhibits, charts and diagrams.

Interact effectively with others in the workplace.

Establish and maintain effective relationships with those contacted in the course of work.

Meet and serve the public with professionalism, courtesy and tact.

Operate modern office equipment including computer equipment and applicable and specialized software.

**Education and Experience:**

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a closely related field.

**AND**

Considerable and responsible government experience and a strong operational background as an executive or senior manager performing comparable work to area of assignment. Incumbent must have a thorough familiarization with technical and administrative aspects of the assigned work.

**Special Requirements:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, grasps and may lift and carry boxes of records and other items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation: Exempt**

Established September 2021