

- Plan, direct and manage the Town's work plan; meet with Town staff and contract staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.
- Continuously monitor and evaluate the efficiency and effectiveness of Town service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Town to other public agencies, community-based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend Town programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign staff to resolve citizen complaints and concerns in a timely manner.
- Select, train, motivate and evaluate Town management and administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.
- Maintain community respect through good public relations and by keeping residents informed of Town progress and policies.
- Discuss problems and complaints concerning Town operations with residents or refer to appropriate official for action.
- Direct the media relations activities on behalf of the Town.
- Perform related functions as required.

Education and Experience Required:

Education:

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

Experience:

Five years of increasingly responsible experience in a local public agency in an administrative and managerial capacity. Experience with local government policies and procedures and the supervision of employees.

Also desired is experience in building and executing a local government budget; negotiating and managing contracts; working effectively with a very limited staff; dealing with a mixture of direct reporting staff and contract staff; and project management with outside contractors.

Experience in an Arizona local government is highly desired.

Certificates, Licenses, Registrations:

Must have and maintain a valid Arizona Driver's License or acquire one within one month of hire.

ICMA member and Certified Public Manager desirable.

Knowledge, Skills and Abilities:

Knowledge of:

- Modern and highly complex principles and practices of municipal government management, administration, and organization.
- Role and function of a Town Council in an Arizona municipal government.
- Current social, political and economic trends and operating problems of municipal government.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of municipal government budget preparation and administration.
- Principles of personnel management including supervision, training and performance evaluation.
- Research and reporting methods, techniques and procedures.
- Sources of information related to a broad range of municipal programs, services and administration.
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Operation of modern office equipment including computer equipment and software.
- The safe operation of a motor vehicle.

Ability to:

- Work a schedule required to fulfill duties of position.
- Work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Provide effective leadership to and coordinate the activities of a municipal organization.
- Effectively administer a variety of Town-wide programs and administrative activities.
- Identify and respond to public and Town Council issues and concerns.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer a large municipal budget; allocate limited resources in a cost effective manner.
- Establish and administer effective financial controls for the management of Town revenues and resources.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports and develop appropriate recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit for long periods of time, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 25 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination. Noise level in the work environment is usually moderately quiet.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.