

# Town Manager

Town of Tusayan, Arizona  
at the South Rim of Grand Canyon National Park



**The Town of Tusayan is seeking a Town Manager to assist the Town Council with achieving the Town goals of improving citizen services and quality of life.**

**The Community:**

Tusayan is located at the south entrance to Grand Canyon National Park, right next to one of the natural wonders of the world. The Town is surrounded by thousands of acres of national forest. The Town of Tusayan incorporated in April of 2010 to provide local control and address the need for improved public safety, housing, and services for residents.

Tusayan is one of the newest and smallest of Arizona's 91 cities and town, but it's location at the South Rim entrance to Grand Canyon National Park means it benefits from visits from 6 million tourists a year. The town is 16.8 square miles in size. Five large hotels, more than 10 restaurants, and other tourism-oriented businesses serve visitors from all over the world. Local business generates more than \$4 million a year in Town sales tax revenue.

The 587 Town residents all work for the hotels, restaurants, state-owned airport, and other businesses in the Town. Nearly all the housing in the Town is owned by the employers in the Town and provision of housing is a normal part of the compensation for those who work in Tusayan. Other workers live 24 miles south of Tusayan in



the unincorporated community of Valle. The Town of Williams is located 52 miles south at the intersection of State Route 64 and I-40. Flagstaff, the largest nearby city, is 80 minutes away.

The Grand Canyon National Park employs about 3,500 people. Many live in the park in housing provided by the park and its concessionaires, but others commute from surrounding areas. The Grand Canyon Airport has helicopter tour companies as well as service by Grand Canyon Airlines. The Arizona Department of Transportation (ADOT) owns and operates the airport. The Grand Canyon Unified School District operates a K-12 school for 290 students inside the Grand Canyon National Park with school bus service to Tusayan. North Country HealthCare operates a clinic inside the National Park. The Clinic is open all year and provides urgent care, family practice, physical therapy, and pharmacy services.

The Town currently contracts with Coconino County Sheriff's Office for police services. Fire and EMS is provided by the Grand Canyon Fire Department fire district. Water is provided by private water companies. Wastewater service and reclaimed water is provided by the South Grand Canyon Sanitary District. (The Town has an extensive purple pipe network because all landscape and hotel toilets use reclaimed water.)

A major development company, Stilo Development Group USA, annexed about 300 acres into the Town in 2011. The land is in two locations, one to the northwest of the Town center, and the other east of Town. Stilo has approved zoning for development of mixed-use projects. The Town and Stilo are currently pursuing permission from the National Forest Service to use Forest Service rights-of-way to improve roads and provide utilities to the parcels. This proposed development has been the focus of opposition from those concerned about its impact on the Grand Canyon National Park and surroundings. More information about this is available at [www.tusayansfuture.com](http://www.tusayansfuture.com)

**Town Government:**

The Council is made up of a Mayor and four Council Members. The Mayor is directly elected for a two-year term. Council Members serve four-year terms. The next Town primary election is in August 2020. If seats are not filled in the August election, there will be a Town General Election in November. The Council adopted the Council-Manager form of government soon after incorporation.

Town Hall is located at the Grand Canyon Airport on the south side of Town. Like all other employers in Tusayan, the Town provides housing for its employees.

**The Position:**

The Town Manager oversees a staff of five full-time employees and works in cooperation with the special



districts and neighboring local, state, and federal government agencies to ensure the safety and quality of life in the community. The Town currently has contracts for police services, engineering, planning, plan review, and building inspections. The Town maintains the rights-of-way along State Route 64, the only publicly owned

road in town, and the main access to Grand Canyon National Park. The Town also maintains the community Sports Complex which was built through a Town-School District partnership on school-owned land.

### **The Ideal Candidate:**

The ideal candidate for the position of Town Manager will have experience helping a community grow and develop, as well as the ability to research, evaluate, and recommend actions to the Town Council. Because the staff is small, the Manager must be able to study, write, explain, and present at meetings about problems, opportunities, and partnerships to ensure the residents in the small community understand the issues and solutions. The ability to work in collaboration with local, state, and federal partners is essential. Experience managing staff and contracts is essential. Experience with budgeting, land use, zoning, and development would be very useful. Experience working successfully in a community with a tourism economy is desired.

The Town Council would value the following qualities and abilities: organizational skill; being proactive and productive and results-oriented; focused and intent on follow-through; have the ability to work on a wide variety of projects and issues at the same time; supportive of elected officials with a desire to help them succeed; be able to think strategically and innovatively; willing to share information and act in a manner that makes the operations of the Town transparent to residents; and the ability to facilitate open discussions with partners and the community.

### Top Priorities and Goals

Since incorporation the Town has had the goal of providing workforce housing that people of the community could purchase, if they so desire, since no other housing can be purchased in town. The Town owns two parcels of land of about 20 acres each on the edges of Town and has established a Housing Authority in hopes of eventually developing housing for the people of the community with normal services for residents to follow the development of housing. (Residents today must travel at least 50 miles to reach a grocery store, hair salon, most medical services, etc.) Other goals and projects include:

- Completion of a Flood Study and Drainage Masterplan to determine the need for additional flood control structures.
- Completion of the FEMA CLOMR process once the Flood Study is complete.
- Use of the Town's Housing Authority to construct affordable housing to be leased or purchased by residents.
- Expansion of the Sports Facility on land owned by the Grand Canyon School District.
- Provision of town-paid basic internet service for all residents.
- Assisting the School District to install high-speed fiber to the school located inside the National Park.
- Increased level of police services.
- Support of the Fire Department, Sanitary District, School District, and Chamber of Commerce.
- Improvement to the trails located in and around the community.
- Provision of utility service to the Town-owned land on the edges of Town.
- Provision of excellent building services to local businesses.
- Learn more about best practices of the most successful gateway communities so that Tusayan can grow and develop into a model gateway community.
- Create and adopt a Building Code suited for the unique nature of the Town.

### Education and Experience

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

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. Experience in an Arizona local government is highly desired.

**Compensation:**

The hiring salary and total compensation will be negotiated and be based on experience and qualifications. An at-will employment agreement will be negotiated with the selected candidate. The starting salary of the last Town Manager was \$102,000 plus benefits.

The Town offers a comprehensive benefit package including:

- Retirement through the Arizona State Retirement System
- Medical, dental and vision insurance for employees and dependents
- Paid leave: vacation, sick time, and holidays
- Membership in ICMA and ACMA, and funds for professional development
- Housing in a lightly furnished three-bedroom, two-bath home located near Town Hall

**How to Apply:**

Resume review begins April 17, 2020. Please apply on line at [www.tusayan-az.gov](http://www.tusayan-az.gov) by submitting a resume, letter of interest, and the Town of Tusayan Employment application. Candidate interview with the Town Council are anticipated to be by video in mid-May, and in person the third week of May (subject to change according to the Town Council's schedule).

The anticipated start date for the new Town Manager is July 2020.

For assistance and inquiries, please contact Tusayan Town Hall at 928-638-9909 or [tusayantownmanager@gmail.com](mailto:tusayantownmanager@gmail.com)

