



500 NORTH GONZALES BOULEVARD
HUACHUCA CITY, ARIZONA 85616
PHONE (520) 456- 1354 • TDD (520) 456-1353 • FAX: (520) 456-2230

Town of Huachuca City

Job Posting

Town Manager

Summary

The Town of Huachuca City is seeking a qualified individual to fill the position of Town Manager.

About the position

The manager shall be the administrative head of the town and shall serve at the pleasure of the Council. He or she shall be responsible for the administration of all affairs of the town which are under his or her control. In addition to his or her general powers as administrative head, it shall be his or her duty and he or she shall have the powers as set forth by Title 2, Chapter 2.35, and Section 2.35.015 of the Huachuca City Town Code.

Duties & Expectations

Reference Title 2, Chapter 2.35, Section 2.35.015 of the Huachuca City Town Code available on the Town's website.

Desired Minimum Qualifications

- Graduation from a four-year college or university with a degree in public administration, business administration or a closely related field; and
- Minimum of 5 years' experience related to municipal management; or
- Any equivalent combination of education and experience
- A working familiarity with the Arizona Revised Statutes, including: open meetings, public records, powers of municipalities, budget, finance, conflicts of interest and elections.

Necessary Knowledge, Skills and Abilities:

- Attention to Detail - Being thorough when performing work and conscientious about attending to detail.
- Customer Service - Working with clients and customers (that is, any individuals who use or receive the services or products of the Town, to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.
- Oral Communication - Expressing information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); making clear



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and convincing oral presentations; listening to others, attending to nonverbal cues, and responding appropriately.

- Written Communication – Describing complex matters in memoranda meant to inform the Town Council, employees and the public, using proper grammar, punctuation and spelling. Must also be able to draft public meeting agendas, public notices and internal policies and procedures.
- Problem Solving - Identifying problems; determining accuracy and relevance of information; using sound judgment to generate and evaluate alternatives and to make recommendations.
- Handling or coordinating work assignments, projects, or program segments pertaining to the operation of the Town
- Maintain appropriate employee records in compliance with all Federal, State and local requirements.

Special Requirements

- Must be authorized to work in the United States
- Must have a valid U.S. Driver's License and be willing to obtain an Arizona Driver's license within six months of appointment
- Must be a resident of Huachuca City within 6 months of completing probation, if selected for appointment, unless waived by unanimous vote of the Council
- Must successfully pass a background investigation, including financial disclosure
- Must pass drug screening
- Must supply at least 3 (three) professional references

How to Apply

Candidates may apply by submitting a completed application packet which includes Application Form, Pre-Employment Questionnaire, and Resume, to the office of Town Clerk.

This position is open until filled and may close at any time without notice.

The Town of Huachuca City is an equal opportunity employer. The Town does not discriminate against any individual in any way because of that person's age, race, creed, color, religion, sex, genetic information, disability, familial status, political affiliation or national origin.