

## Town of Huachuca City

### Town Manager

#### Job Posting

##### Summary

The Town of Huachuca City is seeking a qualified individual to fill the position of Town Manager. The Town of Huachuca City, Arizona (population 1,771) is seeking an experienced, forward thinking and motivated professional for Town Manager. The Town Manager reports to a Mayor and six-member Town Council. Annual operating budget of \$8.0 million, including \$2.0 million allocated to the General Fund

##### About the Town

The Town of Huachuca City, Arizona is located in Cochise County, Arizona and is a suburb of Sierra Vista, Arizona. The Town lies 30 minutes south of Interstate 10 and is surrounded by Fort Huachuca. Huachuca City is a home rule Town and operates under Council-Manager government. The Town has seven general fund departments and three enterprise funds. The Town's enterprise funds are water, sewer and landfill. Garbage, Fire, Animal Control and Police Dispatch services are all contracted services.

##### 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, municipal budgets, finance, and enterprise funds. ICMA credentialed manager preferred.

##### Necessary Knowledge, Skills and Abilities:

The Town Council is looking for an experienced professional to serve as the next Town Manager. Desirable candidates will have experience in managing enterprise funds as well as keeping a fiscally

responsible watch on Town finances. The candidate will represent the Town and Town Council to the public. Candidates will have experience working with RFP's and contracts. Preferred candidates will also have previous experience working with AZDEQ.

The Town Manager will represent the Town on multiple boards including SVMPO, SEAGO and SEACOM.

#### 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 majority vote of the Council. Must successfully pass a background investigation, including financial disclosure & credit check. Must pass drug screening. Must supply at least 3 (three) professional references.

#### Compensation

Anticipated salary \$75,000 depending upon experience and qualifications; excellent health/dental employee and dependent benefits; and retirement. The Town provides a 457 retirement plan thru John Hancock with a 5% annual Town contribution. The Town does not participate in ASRS.

#### 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. Completed application packets can be emailed to Town Clerk, Janine Collins at [jcollins@huachucacityaz.gov](mailto:jcollins@huachucacityaz.gov) or mailed to 500 N. Gonzales Blvd, Huachuca City, AZ 85616 ATTN: Town Clerk. Town employment applications are available at:

<https://www.huachucacityaz.gov//Documents/Forms/Administrative%20Forms/Application%20of%20Employment%20-%20Fillable.pdf>

Applications will be accepted until February 7, 2020.

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