

AGENDA



SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, MARCH 10, 2010
5:30 p.m.

CANCELLED

1. Call to Order
2. Roll Call
3. Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager.
4. Discussion, consideration, and possible direction to staff relative to setting the parameters to include, but not be limited to required knowledge, skills, and abilities, compensation levels, expenses, reimbursement of expenses, etc. as they relate to hiring a new Town Manager.
5. Discussion, consideration, and possible discussion relative to staffing the Finance Department. Discussion may include, but not be limited to retaining Michael Scannell on a contractual basis and/or reclassifying Senior Accountant Lisa Elliott. Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body and §38-431.03 (A)(4) for discussion or consultation with the Town Attorney regarding contracts that are the subject of negotiations.
6. Adjournment

Posted by: A. Jones

Date/Time: 3-10-2010 10:30 p.m

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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6. **Adjournment**

Posted by: U Jones

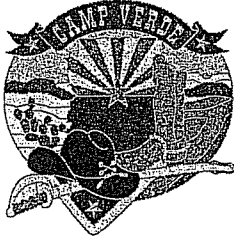
Date/Time: 3-9-2010

4:45 p.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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Job Description



TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
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GENERAL PURPOSE: Under administrative direction from the Town Council, serves the community through the efficient administration of all the affairs of the Town; responsible for the achievement of tangible results through people; work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results; work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others; the work environment is relatively unpredictable and requires the ability to manage many projects at once; although governed by policies, the Manager must frequently act without precedent.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal advisor to the Mayor and Town Council; provides leadership, direction and guidance in all matters of the Town; evaluates and analyzes organizational issues and policies, and recommends and implements solutions; analyzes financial and human resource information on Town operations; evaluates Town's needs, and makes recommendations; reviews and monitors status reports, and recommends appropriate actions and plan modifications; oversees the financial status and accounting of all monies of the Town; makes regular reports to Town Council and assures effective communication of Town issues.
- Maintains the administrative organization of the Town to ensure efficiency of operation; annually prepares a proposed budget for the Town; appoints all department heads and supervises their performance on a day-to-day basis; identifies service and policy needs of Camp Verde and brings to the attention of the Town Council with recommendations for action; maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.
- Coordinates departmental activities, and set attainable goals for all municipal departments; act as purchasing agent for all municipal departments, and oversees the bid process on major purchases; maintains contact with public by handling suggestions, complaints and information requests; carries out the directives of the Town Council.
- Attends meetings of the Town Council, ensuring the preparation of agendas, supporting documents, and information pertinent to agenda items; attends various meetings on behalf of the Town; prepares federal and State grant requests and oversees grant programs; enforces municipal and State codes; interacts with numerous municipal committees as needed
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises Department Heads and indirectly supervises all Town employees.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree in Finance, Business or Public Administration, or a closely related field; AND ten year's progressively responsible experience in government, including extensive administrative and management experience clearly demonstrating the ability to direct the activities of a municipal government.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- ICMA and/or CPM certification desirable.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- Theory and practice of public personnel administration.
- Municipal management and community problems.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Conflict resolution skills.
- Legal, ethical and professional rules of conduct for municipal officers.
- Business and personal computers, and spreadsheet software applications.

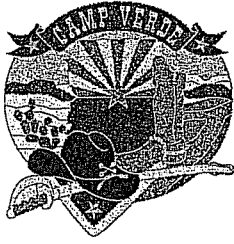
Required Skill in:

- Listening to others.
- Organizing, using time effectively, and delegating.
- Analyzing and interpreting financial documents.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment, to act independently and without precedent in the face of problems
- Planning, organizing, and coordinating the work of Town staff.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with Council, employees, and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.

Job Description



FINANCE DIRECTOR

Department:	Finance	Revised Date:	August 2008
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GENERAL PURPOSE: Under limited supervision, performs complex financial management duties as the Chief Fiscal Officer, with responsibility for maintaining fiscal stability and safeguarding the assets of the Town; assures compliance to state and Federal regulations, and Town policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Serves as the principal financial advisor to the Town Council and the Town Manager; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial issues and policies, and recommends and implements solutions; analyzes financial and resource information on City operations; evaluates Town's needs, and recommends financial resource requirements; reviews and monitors status reports, and recommends appropriate actions and plan modifications; prepares and presents financial status reports to Town Council, and assures effective communication of financial issues.
- Reviews Town operations and determines financial resource requirements and goals; identifies and coordinates resources required to achieve goals; interprets laws, rules, regulations and guidelines for financial procedures; establishes internal financial controls, and assures the financial activities and procedures are in compliance with all laws, policies and regulations; directs development of budget; monitors budget and financial variables, revenue cycle and expenditure trends; reviews and verifies journal entries and bank reconciliations; verifies the accuracy of financial records.
- Manages Finance Department operations; assures the quality of the financial activities, services and work products; oversees the Town's banking and investment activities; coordinates all external financial reporting and preparation of consolidated financial statements; manages the preparation and filing of all financial statements and reports; researches, organizes, compiles, summarizes and analyzes data and information for special projects and planning.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Manages Finance Department staff.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Finance, Accounting or Business Administration; AND five year's experience in government accounting and budgeting, including two year's supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Registration as a Certified Public Accountant with the State of Arizona is preferred and may be required.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

Required Skill in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and Town policies and procedures.
- Analyzing and interpreting financial documents, and preparing complex financial reports.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Planning, organizing, and coordinating the work of Finance Department staff.
- Operating a personal computer utilizing standard and specialized software.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

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Job Description



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- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
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