



It's in your hands ~
"Build a stronger community-- shop locally"

AGENDA
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MARCH 31, 2010
at 4:30 P.M.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion with Ken Strobeck of the League of Arizona Cities and Towns, followed by possible direction to staff relative to filling the Town Manager's position and desired qualifications. Discussion may include, but not be limited to the League Proposal to include the scope of service and schedule, the proposed advertisement and Town Manager profile to include, but not be limited to the current job description, salary, qualifications, experience, skills, educational requirements, and criteria from recent advertisements from other communities, etc. Staff Resource: David R. Smith**
5. **Adjournment**

Posted by: _____

O Jones

Date/Time: _____

3-29-2010

10:45 a.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.

EXECUTIVE RECRUITMENT PROPOSAL

TOWN OF CAMP VERDE

Prepared by

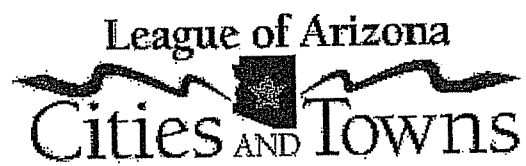


TABLE OF CONTENTS

BACKGROUND	PAGE 2
SCOPE OF SERVICE	PAGE 4
SCHEDULE	PAGE 9
COST OF SERVICE	PAGE 10

Background

The League of Arizona Cities and Towns provides an important link among the 90 incorporated cities and towns in Arizona. The League is the only organization that connects each and every municipality regardless of size or geographic location. In these increasingly challenging times, the League continually strives to better assist Arizona's cities and towns with a variety of products and services. We represent the collective interests of cities and towns at the State Legislature, provide timely information on important municipal issues, create skill-sharpening workshops and develop networking opportunities - to name just a few of the services the League provides.

Legislative Advocacy

During the legislative session and throughout the year, the League staff meets with legislators, the Governor, state agencies and other special interest groups to advance the interests of cities and towns. We carefully monitor and track each bill of municipal concern that is introduced during the session. We spend a great deal of time attending and testifying at committee hearings on bills of municipal interest.

Technical Assistance

Technical assistance is provided to cities and towns through a variety of methods including responding to phone inquiries, providing legal advice, writing and editing technical publications and manuals, on-line services, archive collections and historical information.

Information and Inquiry Service

The League is a resource and information service for every city and town. To help keep municipal government well informed in a constantly changing government landscape, the League provides reports on matters affecting cities and towns, as well as reminders on such items as budget and election deadlines and new Federal regulations.

League Publications

The League provides a variety of publications pertaining to municipal government in Arizona. These include:

- Local Government Directory
- Municipal Policy Statement
- So You Got Elected...So Now What?
- You as a Public Official
- Salary & Benefit Survey
- Municipal Budget & Finance Manual
- Municipal Election Manual CD Rom
- Municipal Incorporation in Arizona

- Guide to Preparing and Adopting Local Laws / Municipal Publication Requirements
- Exploring Charter Government for Your City
- Charter Government Provisions in Arizona
- A Guide for Annexation
- Model City Tax Code
- Executive Recruitment Guide

Training & Professional Development

The League sponsors at least one different training session each month of the year. These sessions cover a variety of topics and are designed to help participants sharpen skill sets, share ideas and gather current information pertinent to cities and towns.

The Annual Conference

The Annual Conference is the League's showcase event and is held in a different city or town each year. This four-day meeting brings together more than 900 mayors, council members, appointed officials and guests. The Annual Conference allows members and other municipal officials to share experiences and discuss current local, regional, and national trends affecting municipal government in Arizona.

Affiliate Groups

The League works hand in hand with affiliate organizations including the Arizona City/County Management Association, Arizona Finance Officers' Association, the Arizona Municipal Clerks' Association, and the Arizona Association of Chiefs' of Police, the City Attorneys' Association as well as many others.

Communication and Outreach

The League creates communications tools, newsletters and events to assist cities and towns with getting the word out about the value and importance of city and town government.

Strong Cities Make a Strong State

The purpose of the Strong Cities Make a Strong State program is to draw attention to municipal services, raise public awareness of the value they provide to the quality of life in our communities and heighten overall grassroots support. The program acts as a constituent communication vehicle, which cities and towns can use to send a message that is both targeted to their unique community and consistent with other communities statewide.

Scope of Service

The League will provide the following range of recruiting services to the Town of Camp Verde. The fee covers costs to the League such as staff time, travel and telephone calls. Fees charged to cities are at a member rate, based on population. The direct costs related to ad placement, FedEx, and other similar charges are to be paid by the town. The League will:

1. Assist the council in developing a "manager profile." The profile is critical to securing the best candidate who meets the Town's needs.
2. Place advertisements in a number of national, regional and local publications.
3. Receive and screen applications (including drafting and sending acknowledgement letters); field inquiries from applicants.
4. Perform education and reference checks on candidates selected by the council (includes sending letters to those not selected for further consideration).
5. Recommend a list of semi – finalists that most closely match the Town's requirements.
6. Assist with candidate travel if requested by the Town of Camp Verde and will provide the Town Council with suggested interview questions. *(At this stage the town will have the responsibility of appointing interview panel members, finalizing interview questions, arranging tours of facilities, and sending the applicants additional information about the town, such as the budget, comprehensive plan, charter, etc.)*
7. Provide the town with a model employment agreement.

Steps in the League's Executive Recruitment Service Process

The following explains each step in the League's selection process; an estimate of the time that each step may take is indicated below each step.

Step 1. Define Position and Develop Profile

Time Required: up to 2 weeks

The Town Council will need to meet to review recruiting steps and adopt a schedule. A blank profile form is distributed to council members who complete the form at this or a subsequent meeting.

At this meeting, the Town Council should review any charter provisions or ordinances creating the manager/administrator position and the manger's job description to ensure they continue to accurately reflect the Town's expectations and job requirements.

Working with the League representative, the council should prepare a profile of the skills, training and qualities of the "ideal" candidate. This step is critical to several steps later in the recruiting and screening process.

Step 2. Prepare Advertisement and Review Salary Range

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in preparing a draft of a complete job announcement. Words saved now will probably cost extra effort and money later in screening unqualified applicants. A closing date should be specified and should be set a minimum of four weeks after publication of the final announcement.

Furthermore, a review of the present salary range is useful in order to ensure the town remains competitive. The annual salary survey published by the League of Arizona Cities and Towns is a useful source on salaries for Arizona Managers and will be provided to the Town Council.

Step 3. Decide Where to Advertise

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in selecting the publications that will elicit the greatest response. The most common publications in which Arizona cities advertise are the League Website, ICMA Newsletter, Jobs Available, Western Cities Online, other national publications, and bulletin boards. These publications will generally reach the vast majority of interested and qualified applicants. Most jurisdictions also choose to advertise in their local newspapers (Arizona Republic, The Tribune). Some choose to include major regional newspapers (Los Angeles, San Francisco, Portland, Las Vegas, Albuquerque, Denver, etc.) although they are more costly. Placing the ad on the Internet is also effective.

Step 4. Application Acknowledgements

Time Required: Ongoing until closing date

A letter thanking the candidate for his or her interest should be sent on Town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the town and the geographic area. Many cities and towns insert a brochure describing the community. Details of the selection process should also be provided to avoid numerous phone calls and personal inquires. The League will assist the Town Council in drafting this acknowledgement letter.

Step 5. Screening of Applicants

Time Required: 2 weeks

Screening can begin following the closing date. Whether the full council or the League conducts the screening of the applicants, the primary documents used in the screening should be the job description and the profile developed earlier in the process by the town council. The League's executive screening process selects a maximum of 12 candidates, which closely fit the profile developed by the town council. However, all applications received are forwarded to the council.

The Town Council may further request the League to narrow down the number of applicants by asking for submission of a writing sample or a response to essay questions relative to the position. The Town Council can use the responses to evaluate the opinions, breadth of experience and expertise of the candidate. The written response is useful to evaluate timeliness, thoroughness, use of English language, etc. From these responses, a smaller number of candidates are selected for background checks or interviews. *Note: If this option is taken, generally allow three to four weeks additional time.*

Confidentiality is an important consideration in any recruitment. The Town Council should determine at the outset the extent to which the recruitment process will be public. Until the finalists are selected, the confidentiality of resumes should be maintained and should be consistent with applicable with state law and advice of local governments.

Regret letters will be prepared by the League and mailed throughout the process at each appropriate step along the way.

Step 6. Background Checks

Time Required: 3-4 weeks depending on the number of candidates and who performs the checks.

Generally, a list of four to seven finalists is a good beginning point for background checks. This should produce three to six suitable candidates for interviews. A larger starting list is necessary if the town wishes to interview more candidates. *However, transportation and other costs may limit the number of candidates that can be interviewed.*

Background checks will be conducted by the League, although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive, and time-consuming process even if it is done well. However, time and money spent during this step of the process will save in the long run by avoiding travel costs for interviewing unqualified candidates. A minimum of three weeks is normally necessary to complete background checks.

Step 7. Interviews

Time Required: 2 weeks

Prior to the interviews, the Town Council may wish to send the applicants additional information about the city, such as the budget, comprehensive plan, charter, etc. Occasionally, applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.

Also prior to interviewing applicants, the Town Council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not

to arrange tours, etc. It is common for a town to pay for transportation costs, meals and lodging for candidates being interviewed. Many cities and counties arrange for tours of the community and facilities for candidates prior to their interview.

The entire Town Council should interview the finalists; however, interviews may have to be conducted in small groups to order to comply with opening meeting laws. Consensus is important in selecting a manager. Consensus is not likely to be achieved if only one or two people are conducting the interviews and informing the rest of the council of the selected candidate.

If requested, the League will provide the Town Council with sample interview questions and suggest possible interviewing approaches, but the Town Council has the responsibility of appointing interview panel members, finalizing interview questions and selecting the approach for the interview process.

Interviews should be scheduled as close together as possible—preferably the same day - in order to assure equal treatment of the candidates. Job-related questions should be prepared in advance and asked of all candidates. The manager profile is useful in deciding which questions to ask and in evaluating responses.

If the Town Council is not able to select a new manager following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the town may want to pay expenses of the candidate's spouses to accompany them.

In recent years, employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative approach is to use an assessment center in addition to the oral interview. The concept of an assessment center is to ask each candidate to perform a task he/she would have to perform on the job.

Step 8. Selection and Negotiations

Time Required: 1-2 weeks

When the Town Council selects its preferred candidate, there will be several decisions to be made. A member of the Council may wish to visit the candidate's present community in order to speak personally with individuals about the manager's performance. Although this can add to the expense, it has proven very worthwhile.

Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The Town Council should also be prepared to discuss an employment contract with the new manager. The League will provide the town with a copy of a model employment agreement. **However, the League recommends that it is always best to seek professional legal advice if you wish to execute a formal written agreement.**

Other finalists should not be rejected until the Town Council has reached a final agreement with the successful candidate. Negotiations between the town and its top candidate occasionally break down, requiring the town to turn to another choice. Sometimes, there will be one finalist who meets the town's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The Council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

Most managers will require a minimum of 30 days to give notice to present employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.

As soon as the new manager has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. The League will assist the town in preparing and issuing a press release or public announcement.

Step 9. The New Manager Arrives

It is desirable to have an initial work session with the new manager to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of the issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship. Any information and introductions that the Town Council can provide to the new administrator will be most welcome and helpful in making the transition to the Town of Camp Verde smooth.

Approximate total time required including relocation: 20-28 weeks

Hiring a manager is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality manager you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some Town Councils have found that the process of recruiting a new manager provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

Schedule

The League of Arizona Cities and Towns anticipates starting this project at the discretion of Camp Verde's Town Council. The approximate total time required to perform the following steps: 18-22 weeks

Develop Manager Profile & Place Advertisements (2 weeks)	March 29 2010
Application closing date (6 week placement)	May 10, 2010
Application acknowledgements	Ongoing until closing date
League screens applicants; makes recommendations To Town Council (2 weeks)	May 24, 2010
Town Council reviews applicants Identifies candidates for reference checks (2 weeks)	June 7, 2010
League sends regret letters to those Candidates no longer considered	June 14, 2010
Education & Reference checks complete Packets prepared and mailed to Council (2 weeks)	June 28, 2010
Town Council selects candidates Arranges for interviews (1 week)	July 5, 2010
Town Council interviews candidates (1 week)	July 12, 2010
Selection of new Town Manager (2 weeks)	July 26, 2010
Town Manager Arrives (4 weeks)	August 23, 2010

Cost of Service

League Recruitment Service

Base fee	\$6,500.00
Advertising expense (estimate)	\$1,000.00
Other expenses (estimate)	<u>\$ 500.00</u>
Total cost of service (estimate)	\$8,000.00

The base fee includes the following services such as:

- Assist Council in Developing Manager Profile
- Develop and Place Advertisements for Position
- Receive Applications and Mail Out Acknowledgements
- Screen Applications Using Manager Profile
- Perform Education and Reference Checks on Candidates
- Review List of Semi-Finalists prior to Interview
- Provide Sample Interview Questions
- Provide Sample ICMA Model Employment Agreement

Payment is due to the League of Arizona Cities and Towns upon the completion of service.

**Town Manager
Camp Verde, Arizona**

Town Manager, Camp Verde, AZ (12,000). Salary: \$103,864 – 130,953, DOQ; plus excellent benefits package. Reports to Mayor & six-member council. \$5.5M annual budget; 75 full-time staff; Historic, picturesque, growing community located on the banks of the Verde River; 90 miles northeast of Phoenix. Commonly referred to as Arizona's best-kept little secret, Camp Verde is known for its moderate climate, numerous recreational areas, small farms and ranches, tourism and its rural western lifestyle. Town has commitment to sound planning principles to maintain community character; seeks applicants with sound budgeting and financial knowledge; excellent communication, leadership and problem-solving skills. Bachelor's degree in public administration or related field; graduate degree preferred, plus 7 years progressively responsible municipal management experience. Closing date: _____. Send cover letter, résumé and salary history to: Camp Verde Executive Recruitment, League of Arizona Cities and Towns, 1820 West Washington St., Phoenix, AZ 85007. EOE.
<http://www.cvaz.org>

**Town of Camp Verde
Town Manager Profile
June 2007**

In seeking a new Manager for the Town of Camp Verde, the Town Council identifies the following attributes they would like the successful candidate to possess.

Education/Experience

- College degree in public administration or related field; graduate degree preferred 7 years progressively responsible municipal management experience. Will consider management experience in the private sector.
- Special training in HR and/or Finance a plus.
- ICMA credentialing would be a plus, demonstrating the candidate's commitment to excellence in the field of city management.

Skills and Capabilities

Administrative Ability

- Innovative, creative, able to identify problems/issues and provide options and alternatives
- Someone that has excellent presentation skills, familiar with PowerPoint presentations
- Able to act as an effective liaison between council and staff
- Someone who approaches issues from the "big picture" perspective, not a micro-manager; knows about the details of municipal management but delegates responsibilities appropriately; recognizes that ultimate responsibility for staff decisions rests with the Town Manager
- A problem-solver who is actively engaged with council, staff and citizens

Budget/Finance

- Strong background in municipal finance and is informed about the town's budget and finances

- Familiar with Arizona tax structure and municipal financing methods; able to maximize local revenue opportunities in cooperation with council priorities
- Experienced in grantsmanship; pursues and secures grant funding for various projects;
- Knowledgeable about each department's budget

Personnel/Staff Relations

- Someone who uses a team approach to management; strong leadership; approachable, positively motivates staff to do their best; maintains an "open door" policy
- Sets goals for staff and uses appropriate incentives to achieve results; recognizes staff achievements
- Carefully handles any conflicts that may arise within staff; negotiates successful outcomes
- Labor relations experience; skilled in negotiating with labor unions
- Serves as effective liaison between council and staff; knows when to draw the line

Community Relations

- Recognizes that he/she is a public figure and will be visible in the community; comfortable with being in the public eye
- Accessible to citizens and community groups; works productively with local organizations; good listener
- Principal town contact for media
- Intends to be a full member of the community; lives in town, engaged in civic activities and events; excited about being in the Town of Camp Verde

Council Relations

- Full and open communication with the Town Council; no surprises. Treats all members equally and with respect
- Supportive of council's vision for the community and follows up consistently on implementation
- Able to work effectively with different personality styles of council members

- Actively involved; presents well-researched opinions and options to the council for discussion; fully commit to following the decisions of the council; enforces policies
- Responds promptly to all inquiries from council members
- Fosters an atmosphere of mutual respect between council and manager

Intergovernmental Relations

- Assures appropriate town presence and representation on important intergovernmental groups without sacrificing necessary involvement within the town
- Builds positive relationships with sister governments—municipal, county, regional, school, etc.
- Maintains two-way communication with all relevant governmental stakeholders

Major Achievements/Other Important Skills/Attributes

- Skilled in economic development; business recruitment and retention
- Background in the management of public utilities, sanitation district, and water facilities
- Familiar with land use and water laws
- Background in parks and recreation development; children and family attractions
- Able to identify the technological needs of the town and provide solutions/recommendations
- Committed to preserving the unique character of Camp Verde; sensitive to historical features of the area

Job Description



TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
-------------	--------------	---------------	----------------

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.

**Town of Camp Verde
FY 2009 Salary Plan**

Table 5 - Salary Ranges Per Job Class - (Job Class Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	-- Recommended 95% --			
		Range	Minimum	Midpoint	Maximum
Town Manager Group					
* Town Manager	Town Manager	93	\$103,864	\$130,953	\$158,042
Marshal Group					
* Town Marshal/HR Director	Town Marshal/HR Director	82	\$79,160	\$99,805	\$120,451
Lieutenant	Lieutenant	72	\$61,839	\$77,968	\$94,096
* Sergeant	Sergeant	62	\$48,309	\$60,908	\$73,508
* Deputy	Deputy	53	\$38,682	\$48,771	\$58,860
Detective	Deputy				
* Dispatch Supervisor	Dispatch Supervisor	48	\$34,189	\$43,106	\$52,023
* Dispatcher	Dispatcher	43	\$30,219	\$38,100	\$45,981
*	Dispatcher/Evidence Clerk	43	\$30,219	\$38,100	\$45,981
* Animal Control Officer	Animal Control Officer	38	\$26,709	\$33,675	\$40,641
Animal Shelter Operator	Animal Shelter Operator	36	\$25,422	\$32,052	\$38,682
Records Supervisor	Records Specialist	43	\$30,219	\$38,100	\$45,981
* Records Clerk	Records Clerk	37	\$26,057	\$32,853	\$39,649
* Dispatcher/Admin Asst	HR Specialist/Admin Asst	45	\$31,748	\$40,029	\$48,309
Library Group					
* Library Director	Library Director	69	\$57,424	\$72,401	\$87,377
Sr. Librarian	Delete class				
* Children's Librarian	Children's Librarian	49	\$35,044	\$44,184	\$53,324
* Librarian	Library Specialist	39	\$27,376	\$34,517	\$41,657
* Library Clerk	Senior Library Clerk	33	\$23,607	\$29,763	\$35,920
Children's Library Aide	Senior Library Clerk				
Library Aide	Library Clerk	29	\$21,386	\$26,964	\$32,542
Town Clerk Group					
* Town Clerk	Town Clerk	67	\$54,657	\$68,912	\$83,167
* Deputy Clerk	Deputy Town Clerk	49	\$35,044	\$44,184	\$53,324
Magistrate Group					
* Court Supervisor	Court Supervisor	50	\$35,920	\$45,289	\$54,657
* Court Clerk	Court Clerk	40	\$28,061	\$35,379	\$42,698
Court Clerk/Interpreter	Court Clerk				
Parks/Recreation & Maintenance Group					
* Parks & Rec Director	Parks & Recreation Director	72	\$61,839	\$77,968	\$94,096
* Recreation Supervisor	Recreation Supervisor	49	\$35,044	\$44,184	\$53,324
Maintenance Foreman	Maintenance Foreman	48	\$34,189	\$43,106	\$52,023
* Lead Parks Maint Worker	Lead Maintenance Worker	44	\$30,974	\$39,052	\$47,131
* Maintenance Worker	Maintenance Worker	34	\$24,197	\$30,508	\$36,818
Park Maintenance Worker	Maintenance Worker				
* Janitor	Janitor	28	\$20,865	\$26,307	\$31,748
	Special Events Coord/Admin Asst	45	\$31,748	\$40,029	\$48,309

“LOOKING TO THE FUTURE”

TOWN OF CHINO VALLEY, ARIZONA

**IS SEEKING AN EXPERIENCED PUBLIC
MANAGEMENT PROFESSIONAL
TO SERVE AS**

Town Manager

\$100,076 - \$141,405

**Starting Salary Depending on Qualifications and Experience
Open Until Filled with a First Review of Applications Scheduled for:
Monday, January 15, 2010**

Town of Chino Valley

The Town of Chino Valley is a rural town in Yavapai County, located approximately 115 miles northwest of Phoenix and 75 miles southwest of Flagstaff. Chino Valley, and its neighboring communities of Prescott, Prescott Valley and Dewey-Humboldt form what is known locally as the quad-city area. The Town was established as a small farming community, incorporated in 1970, and is a growing residential community covering approximately 63 square miles with a population of about 12,300. Chino Valley was the site of the first Territorial Capital of Arizona in 1864. Chino Valley's elevation is 4750 feet and the area enjoys four definite seasons with few extremes of temperature. The climate is generally temperate and mild.

The average annual precipitation is 12.5 inches mostly from rain but winter snowfall is not unusual.

Currently, the Town employs 90 full-time employees, 3 part-time employees and approximately 20 seasonal employees. The annual operating budget for fiscal year 2009/2010 is \$15.9 million. The Town offers a range of community facilities including a Aquatics Center, Senior Center, Library, skate park, and baseball and multi-use ball fields.

The Town has a Council-Manager form of government governed by a directly-elected Mayor with a 2-year term and six Councilmembers elected at large and serving four-year staggered terms. A general election was held in the spring of 2009 seating a new mayor and three new council members that took office in June 2009.

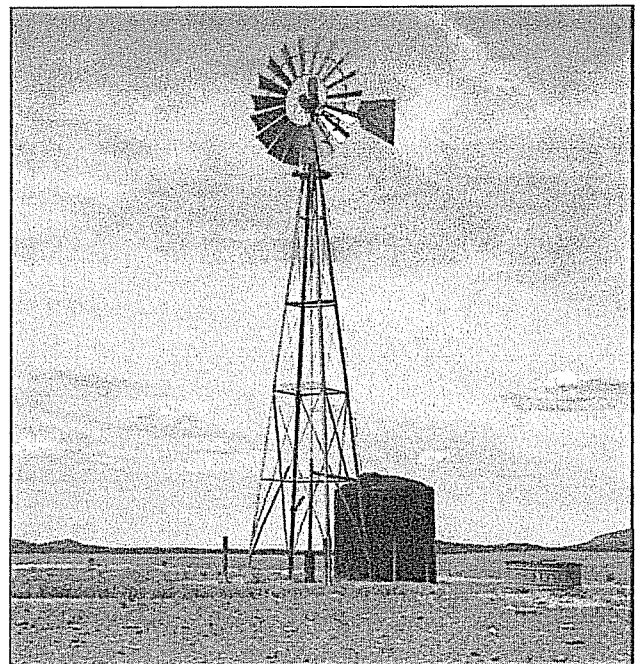
The Mission of the Town of Chino Valley

We exist to provide public services to the citizens of Chino Valley, an economically self-sustaining Town that cherishes and preserves its historic rural lifestyle.

The Town Manager Position

Appointed by the seven (7) member Town Council, the Town Manager serves as the Chief Executive Officer of the Town government, overseeing 10 departments (Police, Finance, Public Works, Engineering, Water Resources, Human Resources, Development Services, Community Services, Library and Town Clerk). The Town Manager receives policy direction from the Town Council and is required to actively support and uphold the Town's mission, values and goals.

The Town Manager is expected to exercise a high degree of independence, initiative and professional expertise in the administration of the day-to-day management of the Town in accordance with policy established by the Town Council and local State and Federal laws, regulations, and guidelines.



The Ideal Candidate

As the central leader of the community, the Town Manager must possess personal integrity, values, maintain the highest ethical standards and be able to promote mutual respect. The Town Manager must be able to focus on the future of the Town by embracing new challenges with innovation and inspiring a shared vision as the community expands through growth.

The successful candidate must be an experienced and effective public manager, knowledgeable in all areas of municipal government including but not limited to, public utilities, municipal finance and budget, public safety, personnel management, community services and community development block grants.

The Town Manager is expected to be: active and visible in the community, able to effectively articulate the Town's position on issues and activities; willing to engage citizens and community groups in meaningful dialogue and consider different points of view; an innovator who is receptive to new ideas or approaches in town government; and a true professional capable of commanding respect, understanding and enthusiasm for the position and the Town of Chino Valley, its services and projects.

It is essential that the Town Manager be capable of utilizing and developing the strengths and talents of the management team, and effectively inspiring and leading the team toward achieving desired outcomes. The Town Manager must possess outstanding communication skills, both oral and written and be able to establish and maintain effective working relationships with the Mayor, Town Council, Boards and Commissions, Town Staff and members of the community.

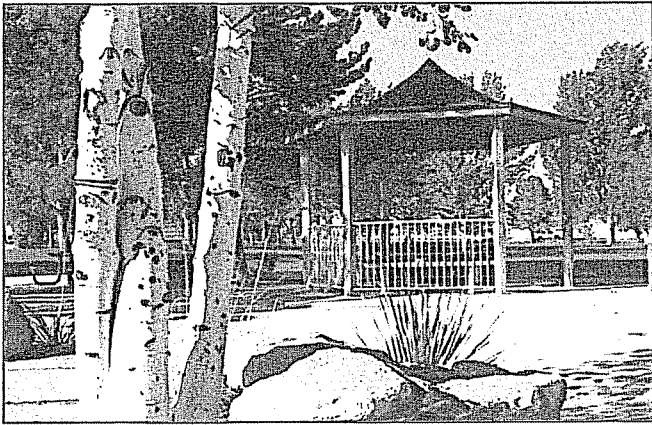
The ideal candidate should have knowledge of current Arizona water issues. The Town Manager should have the ability to translate ideas into action, have a problem solving orientation with keen negotiation, facilitation and consensus building skills and lastly, but certainly not the least, a good sense of humor.

Description of Responsibilities

- Has overall responsibility for the proper procedures, policies and operations of all Town departments;
- Ensures accountability throughout the Town organization;
- Ensures a discrimination-free workplace including race, color, creed, religion, gender, disability, and all other non-job related factors;
- Assures adherence to all laws, regulations, and guidelines relating to Town government and services;
- Assures adherence to all laws, regulations, and guidelines concerning budget, and controlling expenditures during the fiscal year;
- Establishes measures to improve methods and use of resources to increase efficiency and services to the Town;
- Creates systems to facilitate and ensure maximum productivity of all employees;
- Responds to and resolves difficult and sensitive employee, resident, and other stakeholder inquiries and complaints;
- Coordinates with the Town Council to develop and implement short and long range goals for the Town;
- Performs liaison duties between Town departments and the Town Council;
- Has final authority for all non-appointed employee hires, promotions, transfers, discharges, and disciplinary measures;
- Keeps the Town Council informed of all Town activities and projects through oral and written reports;
- Ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the Town are observed;
- Responsible for the preparations of the Town Council agenda;
- Responsible for the Town's economic development;
- Represents the Town in dealing with other governmental jurisdictions, private firms, professional groups, citizen groups, the media and the general public.

Minimum Qualifications

The successful candidate shall have a minimum of ten years of increasingly responsible managerial and administrative experience in a full-service municipal government. This position requires a Bachelor's degree in public administration or closely related field with a Master's degree preferred. Preference will be given to applicants with experience with an Arizona Municipality.



Salary and Benefits

The salary range for the Town Manager position is \$100,076 - \$141,405. The starting salary is dependent on experience and qualifications. The Town provides an excellent benefits package that include the following:

- 100% paid employee health and dental insurance
- 100% paid employee life and AD&D insurance
- State Retirement Systems
- 457 Deferred Compensation Program
- Annual paid vacation and sick leave
- 10 paid holidays

Application and Selection Process

To be considered for this position, it is required to file a Town application with Human Resources, along with a resume and a letter of interest that includes salary requirements. This position will remain open until filled. A first review of applications will be conducted on January 15, 2010. Final selection is anticipated by February 22, 2010.

Applicants whose experience and training are most closely suited to the needs of the Town will be invited for an interview. Criteria will be based on job-related knowledge and skills.

The Town of Chino Valley is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin. In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Chino Valley does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities or services. The Town of Chino Valley is a drug-free workplace.

Town of Chino Valley
Human Resources
P.O. Box 406
Chino Valley, Arizona 86323
Phone: (928) 636-2646, ext 117
Fax: (928) 636-2144
Visit our website at:
www.chinoaz.net

The Town of Chino Valley is an AA/EEO Employer

Municipal Employment Opportunities:
City of Scottsdale - City Manager

COMMUNITY: City of Scottsdale

POSITION: City Manager

SALARY RANGE: Compensation is highly competitive, commensurate with the candidate's qualifications and experience.

CLOSING DATE: Until filled, First review or resumes will be February 26, 2010.

WEBSITE: www.scottsdaleaz.gov

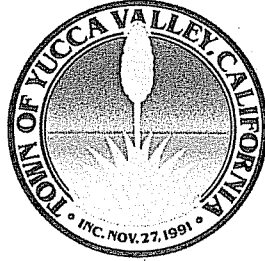
The City of Scottsdale is seeking a candidate with highly effective communication skills and a genuine passion for public service. S/he will be capable for resolving conflicts in an equitable, responsive, yet decisive manner. The successful candidate will be a values-based leader; be a person of exceptional character and integrity - someone who "walks the talk" and can earn the confidence and trust of others. S/he will be particularly adept at listening, facilitating and synthesizing multiple points of view to help shape and implement policy direction.

The ideal candidate will be a visionary who is focused on "big picture" issues and skilled at mobilizing the organization to achieve concurrent strategic goals, while remaining sensitive to the "day to day" challenges facing local government. S/he will be "politically savvy" while performing administrative duties in an impartial and non-political manner.

The City Manager is the chief executive of the administrative branch of the city government. The City Manager is responsible to the council for the proper administration of all affairs of the city and to that end, is subject to the provisions of the charter. The City Manager is required to see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed. The City Manager appoints, and when necessary for the good of the service, removes all officers and employees of the City with the exception of the Charter Officers. S/he prepares the annual budget estimates and submits them to the council and is responsible for the administration of the budget after adoption. The FY2009-2010 citywide adopted budget was \$1.1 billion.

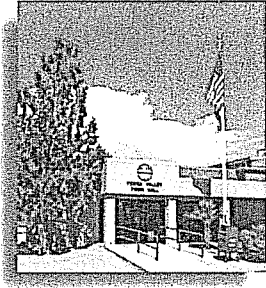
A minimum of ten years of direct experience as a City Manager or Assistant City Manager/senior executive is required. A Masters Degree in Public or Business Administration or equivalent experience is required.

For more information about the application process or the City of Scottsdale, please visit our website at www.scottsdaleaz.gov.



*The Town Of
Yucca Valley
Is Seeking A New
Town Manager*

The Town



Located in Southern California, Yucca Valley is situated adjacent to the Joshua Tree National Park at an elevation of 3300 feet. This attractive, hometown community is conveniently located for easy drives to the Palm Springs resort communities, Big Bear mountain recreation area, and the Colorado River vacation destinations.

The Town of Yucca Valley is a rural desert community, widely known for starry nights, spectacular sunsets, wide-open spaces and genuine hometown hospitality. Yucca Valley possesses an eclectic small town atmosphere and a casual, easy paced lifestyle, which is enjoyed and defended by its economically diverse citizenry. The town offers four seasons, plenty of sunshine and moderate temperatures year-round. Joshua Tree National Park, our neighbor to the east is a popular site for rock climbing, camping, nature enthusiasts, hiking, equestrian activities and many other hidden treasures. In addition, the world's largest Marine Corp Base is located just 30 miles from Yucca Valley. The base has a total population of approximately 25,000 and an annual payroll in excess of \$255 million.

The Town of Yucca Valley (population 25,000) provides a full range of municipal services through a blend of town staff, contract services, and special districts. The town has a full-time equivalent (FTE) staff of 50.25 and a current general fund operating budget of \$9.1 million. In addition, there are a variety of grant and other special funds totaling approximately \$8 million.

A general law city, Yucca Valley has a Town-Council-Manager form of Government. The five Town Council members serve overlapping four-year terms, with elections held every two years. Every year, the Council elects one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one-year terms.

Assisting the Town in an advisory capacity are various boards and commissions. The Council appoints the Town Manager and Town Attorney. The Town Manager in turn appoints department heads including the Town Clerk, Administrative Services Director, Deputy Town Manager / Director of Community Development, Public Works/ Town Engineer and Community Services Director.

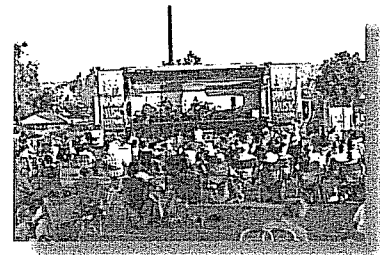
In addition to the core services provided by town staff, the community is served by a variety of other local governmental agencies and outside contractors.

- The County Sheriff provides law enforcement services through a contract with the Town
- San Bernardino County provides fire and library services
- High Desert Water District provides water service to the community

Community Attributes

Yucca Valley is a truly unique community that was built on a foundation of community involvement and civic pride. Community attributes include:

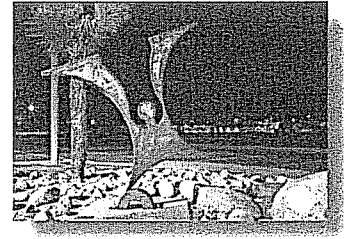
- A commitment to enhancing the community's quality of life through preserving and improving the neighborhoods, quality development and a rich array of community activities.
- The Town has a tradition of political and administrative stability that is based on a commitment to public service.
- The citizens of Yucca Valley are very actively engaged in the community. This engagement takes place through advisory boards and commissions, community based organizations and open access to the Town's decision-making process for all citizens.
- The Town is in good financial condition.



Current Issues and Priorities

Council / Manager Relations—The new Town Manager will develop his or her own strong relationship with the Council that is based on partnership, mutual respect, open communication and equal treatment of all members.

Quality of Life—Because Yucca Valley is both a quiet and diverse residential community and a vibrant tourism and commercial center, there is a continuous balancing of quality of life issues. These issues include community revitalization, public safety, density of development, traffic, beautification, and the continuation of a high level of public service for the community. The new Town Manager will be expected to assist the Council in developing creative solutions to these sensitive issues.



Capital Improvement Program—There is a strong interest in improving the Town's infrastructure. While much has been accomplished, there are significant unmet needs, especially in the areas of parks and street maintenance.

Fiscal Responsibility—As the state strives to absorb the impact of a \$20 billion deficit, all California municipalities are dealing with the ramifications at the local level. Given this environment, the Town Manager will need to provide the necessary leadership to continue the Town's commitment to improved efficiency and prudent use of resources. In addition, there is a continuing need to find creative financing solutions to the Town's growing service needs.

Economic Development / Redevelopment—The Town is in the process of building a vibrant local economy. The Town's future is largely dependent on maintaining the current retail base and expanding the Town's economy through a variety of targeted economic development initiatives. Of particular interest is the development of a manufacturing segment.

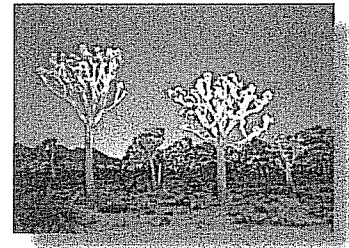
Organizational Effectiveness—The Town organization is well managed and delivers a high level of service. Areas of ongoing interest include long-range strategic planning, timely updating of long-range revenue and expenditure forecasts, the evaluation of service levels and productivity, continued improvements to customer service, and the implementation of an aggressive capital improvement program.

Regional Issues—Yucca Valley values local control. However, the Town is part of the complex region. As a practical matter, a significant number of important issues facing the Town are regional in nature; e.g. economic development, solid waste, transportation, and air quality. Therefore, the Town Manager needs to forge, with the Council, an effective intergovernmental relations program.

Ideal Candidate

The new Town Manager will assume responsibility for an organization with a tradition of quality public service, innovative solutions to Town problems, sound administrative practices, and a track record of accomplishment.

These traditions, plus the issues and priorities that will have to be addressed, call for a well-experienced executive. Specific qualifications are as follows:



Education and Experience

Minimum requirements for the Town Manager position include a bachelor's degree (master's is a plus) and substantial successful leadership experience, preferably in a high-level city/county management position. Candidates should be thoroughly knowledgeable generalists with superior leadership and interpersonal skills and possess a high level of personal integrity. Specific expertise in land development/infrastructure, finance, human resources, and economic development is essential.

Leadership and Management Style

The Town Council is searching for a Town Manager with the following leadership characteristics:

- Interest in a partnership relationship with the Town Council and willing to take the initiative in refining and implementing the Council's policy initiatives.
- A hands on, people-oriented leader who can establish a sound working relationship with the Council, Town Staff and the community. The new Town Manager should impart a sense of responsiveness and sensitivity.
- An effective, proactive manager who can delegate both authority and responsibility appropriately, and hold the organization accountable.
- Willingness to develop a strong identification with the community, its citizenry, and its unique characteristics.

Competencies and Personal Characteristics

In addition to the education, experience, and leadership skills described above, the ideal candidate should be:

- A well-rounded executive with solid expertise in all areas of municipal government
- Experienced and successful in all aspects of economic development and redevelopment
- An effective listener, communicator, negotiator, and team builder
- Committed to developing staff to their fullest potential
- Accessible to the community, Town Council, and employees
- Decisive once input has been received and viewpoints are known and understood
- Creative / collaborative
- Calm under pressure and possess a good sense of humor
- Fair, unbiased, compassionate; inspire trust
- Highly ethical, personally and professionally
- Politically sensitive, yet apolitical



Compensation and Benefits

The salary for the Town Manager will be negotiated with the Town Council and will be based on the qualifications of the successful candidate. The Town offers an attractive benefit package including:

Retirement—Town pays 8% employee rate for 2.7%@55 CalPERS retirement (Town employees do not participate in Social Security).

Medical—Choice of CalPERS medical plans (employees + family); Delta Dental Premiere plan as well as vision up to a maximum level of \$820 monthly for family coverage. Short-term and long-term disability and life insurance plans provided by the Town.

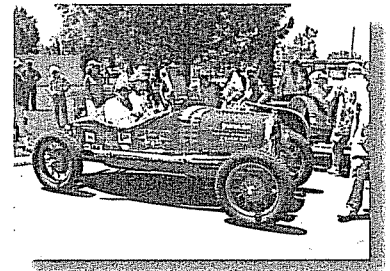
Deferred Compensation—Deferred Compensation Plans are available.

Holidays—There are 13 paid holidays.

Leave & Vacation—56 hours administrative leave, 120 hours of vacation, and 96 hours of sick leave.

Town Vehicle —Use of Town owned vehicle.

Schedule— a 9/80 alternate work schedule is available.



Application and Selection Process

For additional information regarding this opportunity or to be considered, please submit a cover letter with current salary, resume, and three work-related references by the filing date of March 11, 2010 to Dani Lassetter, Human Resources and Risk Manager, 57090 Twentynine Palms Highway, Yucca Valley, CA 92284. For additional information visit the Town's website at www.yucca-valley.org.



Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed qualified will be reviewed by the Town Council. At the Town Council's discretion, candidates meeting the criteria will be contacted for interviews.

Desired Experience, Education and Managerial Style

Because this will be the first Town Manager for Hamilton, the Board of Selectmen is seeking an individual with line management and preferably town management experience and superior interpersonal skills. He or she must possess a high degree of personal integrity and project a positive profile in the community.

The successful candidate should have a collaborative management style. He or she needs to appreciate Hamilton's tradition of extensive, citizen participation in town government and encourage this volunteerism. At the same time the first Manager will be expected to skillfully challenge current practices and policies in order to introduce modern management practices and procedures.

The candidate must have proven budgeting and capital planning experience. The Town Manager also must have experience in labor relations and negotiations. A background in human resource management will be a plus.

Familiarity with Massachusetts General Laws is desirable, especially as those laws relate to municipal finance, personnel and labor relations as well as educational funding requirements.

An MPA or MBA is preferred and at least five years experience as a town or city manager or a position with similarly complex responsibilities.

Duties and Responsibilities of the Town Manager

The Town Manager supervises and manages day-to-day activities of all town departments and employees under the jurisdiction of the Board of Selectmen. The Manager appoints and may remove all department heads, officers and employees. Appointments and removals of department heads are subject to confirmation of the Board of Selectmen.

The Town Manager prepares and presents the annual operating and capital budgets to the Board of Selectmen, Finance Committee and Town Meeting. The Manager develops, presents and implements a long-range capital plan.

The Town Manager serves as the Personnel Director and administers the Town's personnel policies, compensation plans and employee benefit programs. The Manager also negotiates all collective bargaining agreements which in turn are subject to approval of the Board of Selectmen.

The Town Manager serves as the chief procurement officer, reviews bids, awards contracts for all Town Departments and manages claims activity.



Issues for New Town Manager

The priority for the first Town Manager will be the orderly transition to a new form of governmental administration while continuing to support broad citizen participation.

The Manager will need to continue support for the excellent regional service programs now in effect and seek expansion of such programs.

Careful, but sustained, economic development efforts are necessary to broaden the tax base beyond its present heavy reliance on residential properties.

Both affordable housing and senior housing programs are needed in order to provide opportunities for Hamilton's residents to remain a part of their own community.

The Town Manager will be expected to assist the Board of Selectmen in developing goals and objectives on a broad range of issues for the community.

Establishment of a modern, personnel program uniformly applied across all Town Departments and agencies will be beneficial for the dedicated employees of Hamilton.

