Now accepting applications for the position of Town Manager

sahuaritaaz.gov
The Organization

Incorporated in 1994, the Town of Sahuarita operates under a council-manager form of government. The Town has a stable political environment, seasoned staff, a reputation for great services, and support from the community. Town Council members are elected by voting residents within the town's jurisdiction and serve a four-year term in office. The Town Council appoints the Town Manager, Town Attorney, Town Magistrate and members of various boards and commissions.

The Town Manager serves as the chief administrative officer for the town and is responsible for the full management of town operations. In addition to the manager's office, Town departments include Economic Development, Finance and IT, Municipal Court, Parks, Recreation and Community Services, Police, Human Resources, Legal, Public Works, Planning and Building, and Town Clerk. The Town provides a wide range of municipal services, except for fire protection and certain utilities, and employs approximately 190 public servants. The Town's Fiscal Year 2022 Adopted Budget is $94.9 million with an operating budget of $28.3 million. The Town's five-year capital improvement plan is $39.7 million.

The Community

The Town of Sahuarita is one of Arizona's fastest growing communities. Safe, vibrant, and family-friendly, it's home to over 34,000 residents who enjoy a high quality of life: affordable homes, safe streets, scenic beauty, access to excellent education, a wide array of recreation amenities, and a thriving business environment. Located just 20 minutes south of downtown Tucson, Sahuarita is replete with outdoor activities and natural beauty unique to Southern Arizona. Sahuarita residents have convenient access to the Tucson International Airport and the University of Arizona, one of the world's top 100 research institutions.

Developing a highly-skilled workforce requires exceptional educational opportunities. Sahuarita boasts an excellent educational system. The Sahuarita Unified School District serves the residents of approximately 606 square miles in Pima County. The school district serves more than 6,000 students in preschool through 12th grade.

Sahuarita Unified School District has four elementary schools, one K-8 school, one middle school, two high schools, an alternative secondary school, and an early childhood center. Multiple schools in the district repeatedly earn the Arizona Educational Foundation's A+ School of Excellence award. The district takes great pride in all its programs and has an outstanding record of students continuing to further their education at universities, community colleges and technical schools.

In citizen surveys, Sahuarita receives high marks for its reputation, lifestyle, responsive and knowledgeable employees, and delivery of core services, such as public safety, roads, infrastructure, wastewater reclamation, and parks. Open spaces, vibrant parks, walking and bicycle trails, ball fields and sports courts, close-knit neighborhoods and excellent schools make Sahuarita ideal for families. Also nearby are Madera Canyon, Mt. Lemmon, Saguaro National Park, Arizona-Sonora Desert Museum, and the Coronado National Forest which offer many regional amenities where residents can enjoy nature's beauty. Sahuarita is also home to the Titan Missile Museum, built in 1963 during the height of the Cold War, and the only Titan Missile site in the world accessible to the public.

The Opportunity

The Town Manager develops and implements the Town's goals, objectives, policies, and priorities while advancing the vision articulated in the Town's Strategic Plan. The Town Manager is responsible for implementing the adopted policies of the Town Council by coordinating town services to meet the needs of all who live, play and conduct business in the Town of Sahuarita.

Under the leadership of the Town Council, the Town Manager proposes policies and programs, carries out directives voted by the Council, and develops a long-range view of the problems, needs, goals, and objectives for Council's consideration. The Town Manager also prepares general rules and regulations necessary for the conduct of the administrative offices and departments of the Town and supervises the preparation of the Town's budget and financial reports each fiscal year.
The Ideal Candidate

The Town of Sahuarita seeks a discerning and engaging leader ready to work in partnership with the Town Council, staff, and the community in advancing the Town's goals for vibrant development and exceptional quality of life. A proactive leader, the Town Manager creates a forward-thinking culture that encourages and supports collaboration among staff. The Town Manager should be a dynamic leader who promotes a culture where creativity, communication and customer service are highly valued. The ideal candidate is fair, establishes clear expectations and holds others accountable.

The town manager must be an active listener with superior people skills and strong leadership abilities. The ideal candidate will successfully balance vision and strategy, bravely set ambitious goals and empower staff to achieve them and enjoy taking an innovative approach to organizational development and community building with an eye for continuous improvement. With a proven ability to move projects and initiatives forward, the successful manager will encourage diversity of thought and value the opinions of others. The Town Manager is expected to provide visionary and innovative leadership, supervision, and direction for the town's management team, including all department heads, to coordinate their efforts toward achieving their departmental objectives and furthering the Town's Strategic Plan. The successful candidate should have a strong background in strategic planning and execution and be considered fiscally responsible.

A successful Town Manager will be able to build and develop an effective relationship with elected officials and partner with Town Council to provide sound advice and guidance. In addition, the Town Manager should demonstrate an ability to build consensus and guide others to a decision. The ideal candidate is confident, humble and diplomatic with a willingness to give push-back as needed. Considered a calculated risk taker, the ideal candidate does proper due diligence and monitors best practices in order to drive efficiency and inform decision making.

The ideal candidate is a visible leader who enjoys being part of the community and participating in multiple activities and events. Considered to be approachable, a Town Manager recognizes the importance of relationships and partnerships at all levels and has a history of engaging in effective, meaningful communication with business and community leaders, key stakeholders and regional partners. The preferred candidate maintains an understanding of issues affecting the community, monitors regional initiatives and leverages their knowledge to drive decisions.

2022 Funding Uses = $94,927,520

- Operations $28,282,480
- Capital $17,247,270
- Debt Service $7,333,760
- Ending Balances $42,064,010

Population 2020: 34,000 +
Population 2003: 5,000
Qualifications

Minimum qualifications:

• Bachelor’s degree in Public Administration, Civil Engineering, Business Management, Planning or a related field; and

• Seven years of successful leadership at an administrative level in an organization with comparable responsibilities; OR

• An equivalent combination of education and experience

Preferred qualifications:

• Master’s degree in Business, Public Administration, or a related field.

• Certification as an International City/County Management Association Credentialed Manager.

• Prior experience as a Town/City/County Manager, Deputy Town/City/County Manager, or Assistant Town/City/County Manager.

Compensation and Benefits

Total compensation package to be dependent upon the qualifications and experience of the successful candidate, with an anticipated salary range of $170,000-$200,000+. A generous benefits package is also provided including membership in the Arizona State Retirement System, 457 Deferred Compensation plan, employer paid contribution to medical, dental, life, and disability insurances, Flexible Spending account, paid vacation/sick leave plus 10 paid holidays.

Application and Selection Procedure

Individuals interested in this outstanding opportunity must submit a cover letter, resume, four work-related professional references, and any other relevant professional materials to jsilva@sahuaritaaz.gov. Review of applications will begin on Dec. 15.

Resumes will be screened according to the qualifications outlined above. The most qualified candidates will be forwarded to the selection committee for review and interview selection. Finalist interviews will be held with the Sahuarita Town Council. Candidates will be advised of the status of the recruitment following selection of the Town Manager.

For more information, please contact Human Resources Director, Jessica Silva at 520-822-8812 or jsilva@sahuaritaaz.gov