



Job Title: Town Manager
Division: Town Manager
Department: Town Manger
Reports To: Town Council

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Unclassified
Origination Date: 1/25/2010	Revision Date: 09/30/21	

JOB SUMMARY

Serves as the chief administrative officer of the town government and is responsible to the Council for the proper administration of all affairs of the town. The Town Manager is chosen by the Council based on executive and administrative qualifications, in accordance with Town Code.

The powers and duties of the Town Manager are defined by Chapter 2.60.010(H) of the Town of Sahuarita Town Code. Link to Town Code: <http://www.codepublishing.com/AZ/sahuarita.html>

ESSENTIAL FUNCTIONS

- Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council.
- Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.
- Exhibits a service orientation toward internal and external customers and maintains productive working relationships.
- Administers and directs the operations of departments within the Town government ensuring compliance with policies established by the Town Council and within limits of applicable laws, codes, regulations, and standards.
- Works closely with the Town Council and the executive team to establish strategic goals and objectives and provides direction and execution of successful business strategies. Advises Town Council on municipal-wide operations and policy matters.
- Implements Town Council policies and directives. Directs the executive team and aligns program and practices with the strategic plan, mission, vision, and goals.
- Reviews and evaluates organizational issues and problems and facilitates strategies to address issues, resolve problems and promote organizational effectiveness.
- Responds to requests and prepares and provides presentations to inform Council and present recommendations.
- Directs and participates in the development and administration of the Town budget and capital program. Proposes the Town's annual operating budget to the Town Council for approval. Monitors expenditures and budgetary compliance.
- Performs other duties of a similar nature and level as assigned.



KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of public administration principles and practices.
- Knowledge of basic laws, ordinances and regulations pertaining to municipal organization.
- Knowledge of complex public policy issues.
- Knowledge of intergovernmental relations.
- Knowledge of federal, tribal, state, regional and local jurisdictional partnerships.
- Knowledge of municipal financial management and fiscal policies.
- Knowledge of Microsoft Office products and other relevant technologies.
- Knowledge of advanced managerial principles, practices and techniques;
- Ability to shape and implement policy direction.
- Ability to listen, facilitate and synthesize multiple points of view.
- Ability to prepare and mentor managers to assume broader leadership roles.
- Ability to foster an organizational climate that attracts, retains and develops talent at all levels.
- Ability to facilitate and sustain positive labor relations.
- Ability to communicate effectively, orally and in writing, with all levels of Town staff, Town officials and citizens.
- Ability to manage, organize and direct the work of others and provide organizational leadership. Develop and implement strategic business and operating plans.
- Ability to synthesize complex and diverse information.
- Ability to generate creative solutions.
- Ability to problem solve and use reason especially when dealing with complex, confidential and sensitive topics.
- Ability to build effective working relationships with Town officials, co-workers, subordinates and the citizens.
- Ability to make municipal-wide decisions using sound judgment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Business Management, Civil Engineering, Planning, or a related field; and
- Seven years of successful leadership at an administrative level in an organization with comparable responsibilities; **OR**
- Any combination of education and experience necessary to perform the essential functions of the position.

PREFERRED QUALIFICATIONS

- Master's degree in Business, Public Administration, or related field.
- Prior experience as a Town/City/County Manager, Deputy Town/City/County Manager, or Assistant Town/City/County Manager
- ICMA Credentialed Manager

REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire.
- Must be able to pass a background investigation.



This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

THE TOWN OF SAHUARITA IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT