



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

TOWN MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Department/Division:</i>	Town Manager		<i>FLSA Status:</i> Exempt
<i>Supervision Level:</i>	Appointed		<i>Salary Minimum:</i> \$100,000.00
<i>Status:</i>	Unclassified		<i>Salary Maximum:</i> \$150,000.00
<i>Background Check/ Drug Screen</i>	Y	Y	<i>Retirement:</i> ICMA-RC 401(a) Town 2:1 match up to 12%

REPORTING RELATIONSHIPS
Receives policy direction from, and reports to, the Town Council.
Exercises direct supervision over administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	At least five years of progressively responsible experience in a local government or an organization of comparable complexity. Preferred qualifications include 10 years of managerial and administrative experience in a municipal government, county, school district or working directly for an elected governing body, including five years' experience in a senior management (department head or higher) position; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.
<i>Education:</i>	Bachelor's degree in public administration, business management, or equivalent. A Master's degree in public administration or related field is preferred.
<i>Certification:</i>	ICMA-Credentialed Manager designation or ability to obtain within three years of appointment is preferred.
<i>Additional:</i>	Residency within the Town of Dewey-Humboldt or a 25-mile radius within 18 months of appointment.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position; the things a person holding the job must be able to do consistently.
To actively perform the duties of the chief administrative officer of the Town and be responsible to the Town Council for all affairs of the Town; implement policy set by the Town Council; to oversee and manage the day-to-day operations of the Town; responsible for Council, Board, Commission and Committee Meeting agendas; serves as the Town's Zoning Administrator; and, to perform such duties as may be directed by the Town Council or as required to ensure the effective and efficient operations of the Town. See Dewey-Humboldt Town Code § 30.030 for the authorities and duties of the Town Manager; see also Town Code § 30.001 and § 30.015(E).

TYPICAL DUTIES/RESPONSIBILITIES

This position description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Show respect, tact and courtesy in dealing with the public, elected officials and staff;
- Ensure compliance with all ordinances, resolutions, acts of the Town Council and applicable state law;
- Work closely with the Town Council to define and accomplish strategic goals and objectives, and execute successful business practices;
- Keep the Town Council fully advised as to the condition and needs of the Town and make recommendations;
- Direct, guide, and supervise the activities of all Town departments and staff who report to the Town Manager;
- Communicate orally and in writing with the general public, the media, external stakeholders and Town Council to discuss concerns, answer questions, resolve problems, and present programs and information;
- Respond to and diplomatically resolve resident concerns/complaints about Town services, staff or infrastructure;
- Respond to general inquiries about the Town;
- Actively search for and bring to Council's attention grant opportunities that may be beneficial to the Town;
- Participate in Planning/Zoning and Building cases and any pre-application meetings;
- Build relationships and effective networks with peers in neighboring communities; participate in regional organization activities;
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects;
- Oversee all department expenditures, compile budget information and present to council;
- Other duties as assigned.