

VACANCY ANNOUNCEMENT

Dewey-Humboldt, AZ “Arizona’s Country Town” Town Manager

Arizona’s Country Town (Dewey-Humboldt, AZ – Inc. 2004, population 4,326 (2020 Census), elevation 4,580, 18.61 sq. mi.) is seeking a new Town Manager. This person will have the opportunity to work in a historic, growing community with plenty of potential. The community of Dewey-Humboldt places a high value on private property rights and open and transparent government.

As the Town’s Chief Administrative Officer, the Town Manager oversees all administrative functions, supervises all professional and clerical staff, develops and recommends the annual operating budget, and implements the Council’s policies and decisions. The Town contracts with a Town Attorney, Finance Manager, IT support, the Yavapai County Free Library District for library services, and the Yavapai County Sheriff’s Office (YCSO) for police services; fire services are provided by the Central Arizona Fire and Medical Authority (CAFMA).

The Town’s Fiscal Year 2022-23 Budget is \$8 million and supports 9 full-time employees and three part-time employees. Dewey-Humboldt provides residents with an array of municipal services including planning, permitting, zoning and public works, as well as financial, human resources, risk management, and emergency management functions. A sampling of projects and items immediately needing the Town Manager’s attention include partnering with the USDA for rural business development grants and rural loan programs, a General Plan update, a new Town Hall, and reuse options for a Superfund site located within the Town limits.

Requirements for this position are a bachelor’s degree in public administration, business management, or equivalent and at least 5 years of progressively responsible experience in a local government or an organization of comparable complexity. Residency within the Town is encouraged, but not required, though the selected candidate must reside within a 25-mile radius of Town limits within 18 months of appointment.

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 5 years’ experience in a senior management (department head or higher) position; a master’s degree in public administration or related field; ICMA-Credentialed Manager designation or the ability to obtain it within three years of appointment; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.

The minimum salary for this position is \$100,000, depending on experience, with a full-benefits package. The Town does not participate in the Arizona Retirement System, nor Social Security. It does however offer a very generous ICMA-RC 401(a) retirement account. A full-time employee can elect to contribute no less than 3% and no more than 6% of income to an ICMA-RC 401(a) retirement account. The town will provide a 2-to-1 match of at least 6% and no more than 12%.

To apply, email a Town application, cover letter, resume and five professional references to hr@dhaz.gov. The position is open until filled with the first review of applications beginning on December 2 - 8, 2022.