City of Benson
City Council Communication

Worksession **February 11, 2013**

To: Mayor and Council Agenda Item # 1

From: Glenn H. Nichols, City Manager

Subject:

Discussion and direction to Ken Strobeck of the League of Arizona Cities and Towns to develop an advertisement and position profile for the City Manager position

Discussion:

Ken Strobeck is here to present the recruitment process and timeline for hiring the next City Manager and work with Council to develop the advertisement and position profile.

Attached is the preliminary City Manager recruitment proposal from the League of Arizona Cities and Towns.

Staff Recommendation:

Council pleasure

City Manager Recruitment-2013
City of Benson
Draft Ad Placements and Timeline

Advertisements placed in or on:

- League of Arizona Cities and Towns Website (no deadline, no charge)
- ICMA Newsletter (Deadline: The Friday prior to the Tuesday distribution) $450
- Job Opportunities Bulletin Website (ICMA) (When ad submitted to newsletter, it is placed on the JOB Website at no cost)
- Govtjobs $150—60 days
- Local/Regional Newspaper –San Pedro Valley News-Sun

Estimated Schedule

The League of Arizona Cities and Towns anticipates starting this project at the discretion of the City Council. The approximate total time required to perform the following steps: 20-24 weeks

Develop Manager Profile Meeting on	February 11, 2012
Place Advertisements	March 1, 2013
Application closing date (6 week placement)	April 12, 2013
Application acknowledgements	Ongoing until closing date
League screens applicants; makes recommendations To City Council (2 weeks)	April 26, 2013
City Council reviews applicants Identifies candidates for reference checks (2 weeks)	May 10, 2013
League sends regret letters to those Candidates no longer considered process	May 2013
Education & Reference checks complete Packets prepared and mailed to Council (2 weeks)	May 24, 2013
City Council selects candidates Arranges for interviews (1 week)	May 31, 2013

City Council interviews candidates (1 week)	June 7, 2013
Selection of new City Manager (2 weeks)	June 21, 2013
City Manager Arrives (5 weeks)	July 26, 2013

Format for Manager Profile
City of Benson

Describe the background, skills, and qualities you feel your city needs in an administrator. This is intended more for "how" you want the job done; the "what" you want done is in the Job Description.

General

1. Education: (any specialized training; ICMA credentialing)

2. Experience: (government or private sector; business experience)

Skills and Past Performance (Be specific for issues requiring technical expertise relevant to the City)

1. Administrative Ability: (General leadership style; communication skills; approach to solving problems, leadership characteristics)

2. Budget/Finance: (budgeting skills, role; general approach to finance issues; involvement of Finance Director; familiarity with Arizona tax and budget structure; forecasting, planning; project management; grants)

3. Personnel/Labor Relations (staff relations, management style—macro or micro; leadership ability; staff advocate; bargaining unit negotiations experience if necessary)

4. Community Relations; (what kind of public profile, role; joiner; community member; residence; media contact; accessible to public)

5. Council Relations; (nature of relationship to council; expectations; role relating to policy development; communication)

6. Intergovernmental Relations; (other local governments, regional, county and state agencies; project partnerships; special districts; school districts; appropriate role of City)

7. Other Important Skills, Attributes (unique features of the community; local cultural issues; growth conflicts and challenges; economic development; land use; water; challenges other cities may not face; unique skills—airport or utility management; major construction projects; computer, equipment skills; successful in other cities?)

Job Description

TITLE:	**City Manager**	**JOB CODE:**	101
DEPARTMENT:	Administration	**FLSA:**	Exempt
PREPARED:	November 2004	**UPDATED:**	

Summary: Under administrative direction, serves as the Chief Operating Officer and Chief Financial Officer of the City; manages all City departments, agencies and offices; develops and implements short and long range plans; develops and administers operating and capital budgets; advises the City Council and department heads; communicates with civic groups and the general public.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as the City's Chief Operating Officer and Chief Financial Officer; performs high level administrative, technical and professional work in directing and supervising the operations and financial administration of city government.
- Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed with regular staff meetings.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads; makes presentations to Council, City boards and commissions as well as civic groups and the general public.
- Communicates official plans, policies and procedures to staff and general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Appoints and removes all department heads, officers, and employees of the City, or as otherwise provided in the Benson City Code.
- Sees that all laws and ordinances are faithfully performed or enforced.
- Prepares and submits a preliminary annual City budget; administers the adopted budget of the City.
- Advises the City Council of financial conditions and current and future City needs.

Job Description
City Manager

- Attends all meetings of the Council at which attendance is required by the Council. Represents the City of Benson at local, regional and state meetings and functions as prescribed by Council.
- Recommends for adoption by the Council such measures as manager may deem necessary or expedient.
- Prepares and submits to the Council such reports as may be required by that body or as manager may deem advisable.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of modern policies and practices of public administration, leadership and management.
- Knowledge of the principles and practices of Arizona municipal finance, human resources, public works and public safety.
- Knowledge of federal, state and City laws, rules, regulations, and legislative procedures.
- Knowledge of grant preparation and community development.
- Knowledge of the basic principles and practices of civil engineering.
- Knowledge of the principles, methods and practices of management and supervision.
- Knowledge of the principles and methods of planning and budgeting.
- Skill in preparing and administering municipal budgets.
- Skill in planning, directing and administering municipal programs.
- Skill in developing and implementing long-range fiscal and operational plans.
- Skill in effectively managing, leading and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in preparing and analyzing comprehensive reports.
- Skill in carrying out assigned projects to their completion.
- Skill in managing, directing and developing staff.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, elected and appointed City officials and the public.
- Skill in efficiently and effectively administering a municipal government.
- Skill in using a personal computer and standard business software.

Education and Experience

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and experience as a municipal administrator, preferably within the State of Arizona.
- Must be bondable.
- State of Arizona driver’s license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of reports, budgets and related materials.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records and reports.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____

February 1, 2013

Benson City Manager Ad-DRAFT

City Manager, Benson, AZ (Population 5,105). Salary range: $XXX-$XXXk annually DOQ; plus benefits package for employee and dependents. Reports to Mayor & six-member council. $XXM annual budget; XX FTEs. Historic, picturesque community in SE Arizona located on I-10; Home of Kartchner Caverns State Park; 50 miles from Tucson. Full-service city including airport, utilities and golf course; proud of our western heritage and poised for future development. Seeks candidate with degree in Public Administration or related field; minimum 5 years municipal management experience; Masters degree preferred. Requires strong leadership ability; current skills in budget & finance, planning, economic development, employee and community relations, public works. Closing date: **April 12, 2013**. Send cover letter & résumé to recruitment@azleague.org. EOE.