



City of Williams Arizona

City Manager

\$90,000-\$110,000

Plus excellent benefits

Apply by

March 25, 2016

(Open until filled)



THE COMMUNITY



Nestled among the ponderosa pines at the base of Bill Williams Mountain at an elevation of almost 7000', Williams is located in beautiful northern Arizona. Known around the world as the "Gateway to the Grand Canyon," more than five million visitors a year pass through this small community of 3,100 permanent residents. In addition to the Grand Canyon and the Grand Canyon Railway, tourists can visit Bearizona or spend time browsing our historic downtown on the best preserved stretch of Historic Route 66 in existence. Outdoor recreation opportunities abound year-round with our four-season climate. Williams and the surrounding forests offer hiking, fishing, hunting, golf, camping, off-roading, boating, horseback riding, snowmobiling, and more.

The community relishes and wants to protect its history but is also open to new opportunities. As a community based on discretionary tourism spending, the most recent economic downturn affected Williams more than a lot of communities. The local economy has since bounced back and is growing stronger all the time. The last few years have brought significant new economic development to the community as evidence of that growing strength. The community continues to work toward additional economic development that will be harmonious with the community and help diversify the local economy.

THE CITY

Incorporated in 1901, the City of Williams employs a Council-Manager form of government. The City is governed by a directly elected Mayor and six City Council Members, all elected at large and serving staggered four year terms. The Council has generally been a stable group, including several long-serving members. The Council sets policy and directly appoints several executive level Staff positions including the City Manager, Police Chief, Finance Director, and City Clerk.

Williams is a full-service City, even more so than many. Departments or services provided by the City include: Administration, Finance, Police, Building and Planning, Recreation, Pool, Sanitation/Refuse, Maintenance, Golf, Water, Wastewater, Electric, Fleet Maintenance, Streets, Airport, and Library. A volunteer Fire Department, funded by the City, also serves the City. Contract or Intergovernmental Agreements between the City and other organizations also provide the Municipal Court and Engineering services. As a result of the broad range of services the City provides, the City employs approximately 65 full-time, year-round employees and up to an additional 15 seasonal employees. The total annual City Budget is approximately \$21,000,000, with about \$7,000,000 of that amount in the General Fund.



THE POSITION

The City Manager is appointed by and serves at the pleasure of the City Council. As a small community, the Manager is close to the action and is actively involved in daily operations as well as big-picture planning activities.

Responsibilities include:

- ❖ General administrative supervision and control of the business and employment affairs of the City, including supervision of the other appointive officers and all employees.
- ❖ Coordination of the administration and operations of the various Departments and functions of the City including ensuring compliance with the policies, rules, and regulations adopted by the City.
- ❖ Through close coordination with the various Departments and the Finance Department, creation and submittal of an annual Budget.
- ❖ Develop and organize improvement programs or projects, and aid and assist the City Council and various departments and boards in carrying those projects to conclusion that will ensure the highest level of service to the community.
- ❖ Assumes a leadership role in community and regional matters, both inside and outside the organization. Serves as a liaison between the City and external groups including private citizens, civic groups, neighboring governmental jurisdictions, and business interests.
- ❖ Represents the City in various negotiations, both formal and informal.
- ❖ Acts as the principal advisor to Council in such meetings on a variety of policy and administrative issues regarding funding, effective management, long range planning, and improved public service.

OPPORTUNITIES & CHALLENGES

- ❖ Over the last 3 years, the City has undertaken extensive efforts to break the cycle of water supply issues and has spent more than \$7.5 million in those efforts. Those unplanned but unavoidable expenditures have financially stressed the City and forced the delay of various projects. Close attention to financial controls will be necessary for a period of time while the City rebuilds its financial reserves
- ❖ Like many communities across the Country, repairing and replacing infrastructure will continue to present a challenge for years to come. In addition to the typical water, wastewater and street systems, the City also needs to continue strategic upgrades on its electrical distribution system to accommodate both existing and future demands
- ❖ Though not specifically within the City's control, lack of adequate housing is a critical issue that the City is working on addressing
- ❖ The City is renegotiating a key agreement with the contractor that operates and maintains the electric distribution system. The core issue of the renegotiation is a transition in which entity is to provide some of the core services and the result will have significant, long-lasting impacts on this important utility
- ❖ Economic development has increased in the community in recent years. However, there is a delicate balance between the desire for growth and protecting the qualities that make this historical community special and so economic development, in some cases, has been a controversial issue



THE IDEAL CANDIDATE

The City of Williams is seeking a generalist who has experience or is willing to jump in to an environment where, by necessity, he or she will have the opportunity to experience first-hand about every aspect of a City operation. He or she must be incredibly creative and endlessly flexible when called for. An ideal candidate must be detail-oriented but also able to see how all those small details come together to move the City forward.

The ideal candidate will be approachable and responsive to all. He or she should be skilled in working both informally and formally with Council Members and the Council as a group. Being approachable to citizens and encouraging community involvement and trust is critical.

The successful candidate will have excellent organizational development skills, will delegate appropriately, and will be skilled at bringing sometime different personalities together towards a common goal. The manager will exercise an appropriate amount of “hands-on” involvement, but will delegate when appropriate. This is not the job for someone who wants to sit behind a desk all day.

EDUCATION & EXPERIENCE

- ❖ A bachelor’s degree from a four-year college or university in public administration, business administration, or closely related field is required
- ❖ A master’s degree in public administration is preferred
- ❖ Experience in public administration is required. A minimum of 5 years of related experience as a City Manager,

Assistant City Manager, Department Head, or similar role is preferred.

- ❖ Extensive experience and understanding of infrastructure, specifically water, is strongly preferred
- ❖ The selected candidate must be able to pass an extensive background check
- ❖ A valid Arizona driver license, or the ability to obtain one within six months of employment, is required
- ❖ Residence within the City of Williams is required for the successful candidate

COMPENSATION & BENEFITS

- ❖ \$90,000- \$110,000
- ❖ Medical, Dental, Vision Insurance
- ❖ Long Term Disability
- ❖ 10 Paid Holidays
- ❖ 15 Days of Vacation, 96 Hours of Sick Leave per Year
- ❖ \$50,000 Life Insurance, paid by City
- ❖ Car Allowance and Cell Phone provided
- ❖ Participation in Arizona State Retirement System
- ❖ Deferred Compensation Plan available through ASRS

The City of Williams is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 25, 2016** (first review, open until filled). Application submittals comprised of cover letter, resume, and supplemental question responses, may be submitted electronically to skerley@williamsaz.gov or via mail to City of Williams, Attn: City Clerk, 113 S. 1st Street, Williams, AZ 86046. Incomplete submittals will not be considered.



City of Williams

Supplemental Essay Questions

To get a better insight into you as a candidate, please answer the following questions. The response to each question should be limited to a single page. These essay responses are a required portion of the application packet for each candidate. Application packets submitted without these responses will not be considered.

1. Why are you interested in this position and why is it a good time in your career to join the City of Williams?
2. The successful candidate will be a “hands-on” manager. What does that mean to you? Describe your management style and philosophy.
3. Describe your experience with infrastructure. Specifically, what extent of experience have you had with water, wastewater, streets, and electric utilities?

References

Please provide contact information for six professional references. These references should be able to discuss your experience, skills, and management style. Provide at least one reference from your current position in each category. We will not contact references until you are a finalist for the position, and your application will be confidential until that point. Once you become a finalist, your name as an applicant is subject to public disclosure.

CANDIDATE NAME: _____

| Name | Supervisor/Title | Phone Number | Email Address |
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| Name | Peer/Title | Phone Number | Email Address |
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| Name | Subordinate/Title | Phone Number | Email Address |
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