**THE COMMUNITY**

The City of Flagstaff is northern Arizona’s most appealing mountain community, renowned for its diversity, Native American culture, stunning scenery, and active lifestyle. Nestled at the base of the majestic San Francisco Peaks at an elevation of 6,900 feet, Flagstaff (pop. 75,000, 66 sq. mi.) is surrounded by the largest ponderosa pine forests on earth. Its picturesque snow-capped mountains, aspen groves, meadows, and prairies provide a welcome contrast from Arizona’s lower elevation desert landscapes.

Flagstaff is the largest city in northern Arizona and the county seat for Coconino County, by area the second largest county in the country. From its origins as a thriving railroad, lumber, and ranching town, Flagstaff evolved into a governmental, educational, transportation, cultural, and commercial center. Northern Arizona University (NAU), the City’s largest employer with 30,000 students, has a major economic impact.

Flagstaff has excellent public (Flagstaff Unified School District) and private schools, and Coconino Community College. It has quality health care and abundant shopping options. BestChoiceSchools.com recently named Flagstaff the “No. 1 small college town with a great quality of life.” Outside magazine named Flagstaff one of the “25 Best Towns in the US,” as did Business Insider (“20 Best Towns in America”).

Flagstaff is a vibrant community with engaged citizens, who care about the issues facing the city and the decisions of the City Council.

**THE CITY**

The City’s mission is to protect and enhance the quality of life for all. The City of Flagstaff is a safe, diverse, just, vibrant, and innovative community with a unique character and quality of life for all. The City fosters and supports economic, environmental, education and cultural opportunities. Team Flagstaff practices organizational values such as Teamwork, Accountability, Communication, Transparency, Excellence, Leadership and Integrity when delivering services to the Flagstaff community.

The City Council appoints the City Manager who serves as the City’s Chief Executive. The City Manager has two principal deputies that oversee the City’s twelve divisions and sections. The City of Flagstaff FY 2018-2019 budget is $280 million with 1,000 employees.

The City’s fiscal year budget has received both the Government Finance Officers Association Distinguished Budget Presentation Award and the Certification of Achievement for Excellence in Financial Reporting for the past 24 years. For more details about the City of Flagstaff budget and financial plan, please visit <https://www.flagstaff.az.gov/3259/2019-Annual-Budget-Financial-Plan>.

**STRATEGIC GOALS**

The policy goals of the City Council for the 2017-2019 term are the following:

* Economic Development
* Water Conservation
* Affordable Housing
* Environmental and Natural Resources
* Social Justice
* Personnel
* Transportation &Other Public Infrastructure
* Community Outreach
* Building and Zoning/Regional Plan
* Town & Gown
* Climate Change
* Code Compliance

**THE CITY MANAGER’S OFFICE**

The City Manager ‘s office is responsible for providing professional leadership in administering the programs and policies established by the elected Mayor and six Council members. The Manager ‘s office informs and advises the Council on affairs of the City, studies and proposes alternative solutions to community needs for consideration, prepares and implements the annual financial plan, and coordinates the activities of all divisions to provide cost effective services that meet our citizens’ expectations.

It is important for the Deputy City Manager to have an internal focus to be supportive of staff efforts in a very busy work program. It is also important for the Deputy City Manager to have an external focus to build relationships with local partners including Coconino County, Northern Arizona University, Coconino Community College , Flagstaff Unified School District, Northern Arizona Intergovernmental Public Transit Authority, and a number of other public and private stakeholders.

**CHALLENGES AND OPPORTUNITIES**

The ideal candidate will fully support the City Manager, the City Council, and the citizens by embracing community challenges including:

* Affordable housing shortage
* Impacts of a voter approved increase in the minimum wage
* Large public safety pension liability
* Implementation of the Climate Action and Adaptation Plan
* Coordination with the Army Corps of Engineers for a large flood control project
* Capital implementation of a renewed transportation tax
* Smart growth through regional plan management, and zoning code changes.

**THE POSITION**

The City’s two Deputy City Manager’s lead in innovation as chief operating officers; each having responsibility for approximately half of the city’s operations and services. The vacant Deputy City Manager position is currently assigned the following operations and services:

* Public Works includes Environmental Services, Fleet, Parks, Streets, Cemetery, Sustainability, Recreation, Solid Waste Collections, Landfill, and Facilities Maintenance
* Risk Management
* Human Resources
* Police Department includes Patrol and Support Services
* Fire Department includes Operations, Support Services, and Community Risk Reduction
* City Clerk’s Office
* Management Analysts including State and Federal Legislative agenda, and Office of Labor Standards

Responsibilities include advising City management and City Council on effective, efficient and economical management; coordinating divisions towards achievement of organization goals and objectives; strategic planning; and submitting reports and recommendations.

Key considerations include:

* Ability to integrate with internal staff and build community partnerships
* Ability to work effectively with elected officials in presenting information and balancing work requests
* Experience with the state legislative process
* Budget expertise during times of growth and decline
* Ability to solve problems using innovative solutions and strong negotiation skills

For more detailed job description information please visit:

<https://www.flagstaff.az.gov/DocumentCenter/View/48902>

**MINIMUM REQUIREMENTS**

* Bachelor’s Degree in Public Administration, Business Administration, Management, or a related field.
* Ten years of administrative and professional high-level experience related to budgeting, strategic planning, and communication with Council or a similar governing board.
* Five years of supervisory experience.
* Five years of computer experience including Microsoft products, social media applications, and the Internet.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Master’s Degree in Public Administration, Business Administration, Management, or a related field preferred.
* 10 years of supervisory experience.

**COMPENSATION**

The total compensation package includes group benefits and a beginning annual salary of $129,369.14 to midpoint of $168,179.86 based on the candidate’s qualifications, experience and equity within the City of Flagstaff. The group benefits consist of:

* Arizona State Retirement System (ASRS)
* Deferred Compensation plan
* Group insurance including health, dental, and vision coverage
* Life Insurance, Accidental Death & Dismemberment and Voluntary Life Insurance
* Long-term disability through ASRS and voluntary short- term disability
* Paid vacation and sick leave
* 11 paid holidays including a floating holiday
* Wellness program
* Voluntary Purchase Day Program

**SELECTION PROCESS**

Interested candidates are encouraged to apply by submitting their information at [www.flagstaff.az.gov/jobs](http://www.flagstaff.az.gov/jobs); via e-mail to human.resources@flagstaffaz.gov; or via regular mail or fax to:

City of Flagstaff

211 West Aspen Avenue

Flagstaff, Arizona 86001

Fax: (928) 213-2089

All application packets must be received by 4PM AZ Time on May 3, 2019 regardless of the postmarked date.

Cover letter stating why they want to be a Deputy City Manager in Flagstaff at this point in their career;

City Application and Resume, Vacancy #050-19; Salary history; and Six (6) professional references including two (2) supervisors, two (2) peers and two (2) direct reports.

Inquiries should be directed to the City’s Human Resources division at (928) 213-2090.

The recruitment process will involve an initial telephone screening and on-site interviews with the City Manager and other City personnel. Candidates may also participate in other written or oral exercises to further evaluate their technical abilities.

As a general practice references will not be contacted until after the on-site interviews as part of the background verification process. The candidates identities may be subject to public disclosure prior to the interview process per Arizona’s public records act.

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**