



 *Payson*
Arizona's Cool Mountain Town

TOWN MANAGER

THE POSITION

Payson's next Town Manager will have the opportunity to lead an organization in the "Heart of Arizona". Nestled below Arizona's Mogollon Rim at an elevation of approximately 5,000 feet, Payson enjoys a moderate four-season climate, providing residents with a truly superb quality of life.

Appointed by the Mayor and Town Council, the Town Manager serves as the chief administrative officer and is responsible for the oversight of the Town's daily operations. The Manager works collaboratively with staff to implement policies set forth by the Town Council and provides organizational leadership for department directors and employees. The Manager provides elected officials with information and policy recommendations and regularly interacts with the media and the public. In addition, the Manager serves as the organization's intergovernmental liaison and represents the Town at the local, state, and federal levels.

The Town Manager has seven direct reports, including the Deputy Town Manager-Internal Services, the Deputy Town Manager-Development Services, the Town Clerk, the Police Chief, the Fire Chief, the Parks & Recreation Director, and the Management Analyst.

THE ORGANIZATION

The Town operates under the council-manager form of government. The Town Council, which has policymaking and legislative authority, consists of a mayor and a six-member council. The Town Council is responsible for, among other things, passing ordinances, resolutions, and adopting the Town's annual budget. They also appoint committees and hire the Town Manager and Town Attorney. The Council is elected on a nonpartisan "at large" basis. Council members are elected to four-year staggered terms with three Council members elected every two years. The qualified electors of the Town directly elect the Mayor for a two-year term. The Town Manager is responsible for carrying out the policies, ordinances, and resolutions of the Council, and for overseeing the day-to-day operations of the Town.

The Town of Payson is dedicated to enhancing the quality of life for its citizens by working hard to provide a superior level of service in the most effective and efficient manner while exercising fiscal responsibility.

The Town is a full-service organization and includes the following Departments: Town Manager, Town Clerk, Financial Services, Human Resources, Legal, Magistrate, Police, Fire, Community Development, Parks & Recreation, Information Technology, Library, and Public Works which includes a municipal Water Department, Facilities Maintenance, Airport, Street Operations, Engineering, and a Transit system.

For fiscal year 2024-2025, the Town has 210 full-time equivalent budgeted employees and an annual budget of \$106 million. Local sales tax is the primary source of revenue for the Town.

The Town of Payson's Strategic Plan outlines a roadmap for the Town's growth, address current challenges, and creates a vision that reflects the aspirations of the community. The plan typically covers three-year work periods and is revisited annually during the start of the budget process. The current strategic plan covers the period 2024 - 2028 and identifies five goal areas: Technology, Public Safety, Neighborhoods & Livability, Infrastructure and Economic Development/Tourism & Economic Vitality. Priorities and strategies are specifically defined within these goal areas to help guide the organization.



THE COMMUNITY

Payson is one of Arizona's jewels, surrounded by the Tonto National Forest and nestled among the largest contiguous stand of Ponderosa Pine in North America. You can experience the beauty of dramatic mountain vistas, the serenity of wide-open spaces, and a rich western rodeo heritage along with a variety of outdoor adventures and first-class accommodations and entertainment. The Town of Payson is situated in Gila County near the geographic center of the state just 90 miles north of Phoenix.

Payson's economy was originally based on logging, ranching, and mining. This western heritage still lives on through the Town's many festivals and events. The Payson Rodeo, now billed as the "World's Oldest Continuous Rodeo", can be traced back to 1884. Other events include arts & crafts fairs, classic car shows, Summer Concerts in the Park, farmer's markets, and the State Championship Fiddlers Contest. The region provides a wide array of outdoor recreational opportunities from hiking through the vast Tonto National Forest to fishing and kayaking in one of Rim Country's many lakes; adventure is never far away in Payson. Payson's dark sky ordinance makes it the ideal location for stargazing, with the Northern Lights sometimes visible during solar flares.

Due to its relatively moderate climate, almost every day offers ideal conditions for golfing at one of Payson's three golf courses. Industries indicating the highest probability of expanding or locating in Payson are tourism and hospitality, healthcare, niche manufacturing (firearms/munitions manufacturing, wood products, computer and electronic products), software and information technology, business and financial services. Payson's largest employers include the Payson Unified School District, Mazatzal Casino, Banner Payson Medical Center, Walmart, and the Town of Payson. Students in the community are served by the Payson Unified School District and a branch of the Gila Community College.

- Community Data
- Population: 16,363*
- Median Household Income: \$60,095*
- Median Property Value: \$305,700*
- Median Age: 59 years*
- Elevation: 5,000 ft

* <https://datausa.io/profile/geo/payson-az>



THE IDEAL CANDIDATE

Payson's Town Manager is a seasoned local government professional who has a collaborative management style and excellent communication skills. The ideal candidate is strategic, can see the big picture, and has demonstrated success in moving communities forward. This person also brings a fresh perspective, new ideas, and best practices in performance management, local government service delivery, and governance to Payson. The next Town Manager recognizes the importance of the rich history of Payson and is fully invested in the community's continued success.

The Manager will have a background in local government operations, including budget and financial management, human resources, public works, public safety, community and economic development. This person can effectively prioritize issues while balancing multiple priorities and projects. The ideal candidate is a critical thinker, analytical in nature, who uses data to inform recommendations and decisions. The next Manager is innovative, open to new ideas, and focused on finding solutions and solving problems. This person demonstrates sound judgment and exceptional decision-making skills and operates well under high-pressure situations.

The ideal candidate is committed to public service, trustworthy, and demonstrates high ethical standards and integrity. The Manager values community engagement and is a relationship builder who effectively communicates and interacts with residents and stakeholders. This person is transparent, approachable, and accessible and can instill trust throughout the community, region, and organization.

The Town Manager has worked effectively in a council-manager form of government and has successfully implemented and carried out Council priorities and policies. This person is a skilled facilitator and mediator, politically astute, and able to navigate political change while recognizing the importance of remaining neutral. This individual demonstrates exceptional character, has the courage to stand up for what is right, and has no conflicts of interest with the Town.

The successful candidate has strong organizational leadership skills and can create an environment of trust. This person is skilled in implementing organizational and cultural change and believes in providing outstanding customer service to the community. The individual leads a team of accomplished professionals and is fully invested in their continued development and success. The ideal candidate leads without bias, engages with staff throughout the organization, and provides support, direction, and feedback. The Manager models consistent and fair behavior and holds staff accountable.

The ideal candidate should possess the ability to identify financial and document-related encumbrances, the ability to identify individuals or processes that may hinder the town's progress, the capability to leverage existing organizational resources, the ability to evaluate the mission statement to ensure alignment with the town's goals and alignment with the functions of Town departments and offices, and the ability to identifying gaps and opportunities within the organization, focusing on the strengths needed to achieve goals.

This person will work closely with the Council to preserve the community's identity and history while planning and preparing for its future.





EXPERIENCE & EDUCATION

The minimum requirements for this position are a bachelor's degree and seven years of progressively responsible experience in municipal government with at least five years in a local government executive-level leadership role including administrator/manager, assistant administrator/manager, or department director. Equivalent experience in other sectors, such as the private sector, within organizations of similar scale and complexity will be considered.

Preferred qualifications include a master's degree in public administration or related field, ICMA-Credentialed Manager or Certified Public Manager designation, and previous town/city manager experience.

Other preferred qualifications include strong financial management and budgeting skills, a track record of success in economic development, business and civic engagement, and intergovernmental relations.

COMPENSATION

The salary range for this position is \$158,200- \$237,250 per year with the starting rate dependent on qualifications and experience. In addition, the Town of Payson offers a generous benefits package including participation in the Arizona State Retirement System, employer paid employee medical (dependent on plan selection), dental and vision benefits, generous employer contributions for dependent coverage, employer paid life insurance, 156 hours of paid time off in your first year and up to 234 hours of paid time off per year with accruals increasing with years of service, 24 hours of personal time annually, 11 paid holidays, and a robust employee wellness program.

HOW TO APPLY

Ready to take on this rewarding challenge and make a meaningful impact?

Please submit your cover letter, resume and Town of Payson application via our website at www.paysonaz.gov. Candidates may be asked to provide additional information, including references.

Initial review of applications will begin on April 7, 2025. Selected candidates will be invited to move forward in the selection process.

Notify Human Resources in advance if you require special accommodations to participate in any phase of the process.

For further information, please contact Lynne ODonnell, Human Resources Director, at lodonnell@paysonaz.gov.