

1. Town Manager Recruitment Subcommittee - Agenda

Documents:

[2020_05_14_CC-TMR_RG_AG.PDF](#)

2. Town Manager Recruitment Subcommittee - Supporting Documents

Documents:

[TOWN MANAGER RECRUITMENT PROCESS FEBRUARY 2020.DOCX](#)
[CPTOWN MANAGER JOB DESCRIPTION DRAFT 2020.03.16.DOCX](#)
[CHARTER-AD HOC TOWN MANAGER RECRUITMENT.DOCX](#)

DUE TO THE STATE'S COVID-19 STAY-AT-HOME ORDER EXTENDED TO MAY 15, 2020, THIS MEETING WILL BE HELD VIA ZOOM. PLEASE REFER TO PAGE 2 FOR PARTICIPATION INSTRUCTIONS.



Town of Chino Valley

**MEETING NOTICE
COUNCIL TOWN MANAGER RECRUITMENT
SUBCOMMITTEE**

**REGULAR MEETING
THURSDAY, MAY 14, 2020
10:30 A.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

AGENDA

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF MINUTES**
- 4) **CALL TO THE PUBLIC**

Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Committee action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

- 5) **OLD BUSINESS**
- 6) **NEW BUSINESS**
 - a) Review and possible action regarding Town Manager position recruitment timeline.
 - b) Presentations by executive search firms:
 - 1) [10:45 AM] HR Exec Pro

- 2) [11:15 AM] Novak Consulting
 - 3) [11:45 AM] Peckham and McKenney
 - c) Discussion and possible action regarding search firms and recruitment process.
 - d) Review, discussion and possible action to update the subcommittee's draft charter. (Town Clerk's Office)
- 7) **ADJOURNMENT**

Dated this 6th day of May, 2020.

By: *Laura Kyriakakis, Human Resources Director*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation furnished to the Town Manager Recruitment Subcommittee with this agenda are available for review on the Town website at <http://www.chinoaz.net/agendacenter> and the Town Clerk's Office.

REMOTE ATTENDANCE

Join Zoom Webinar:

<https://us02web.zoom.us/j/83768934343> (click on link or copy and paste into internet browser)

- Enter name and email address in pop up window
- Select option to dial in by phone (below) or using computer audio

Dial in using cell phone or landline:

iPhone one-tap :

US: +16699009128,,83768934343# or +12532158782,,83768934343#

Telephone:

US: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 837 6893 4343

International numbers available: <https://us02web.zoom.us/j/83768934343>

To 'raise your hand' to speak:

- Enter *9
- When you hear the prompt "you are unmuted," state your name clearly (spell it if unusual) and town/city of residency.

(Proposed) TOWN MANAGER RECRUITMENT PROCESS

1. HR - Review and update job description.
2. Town Council - Review job description and recommend changes, if any.
3. HR - Develop candidate profile from job description and council recommendations.
4. Council appoints Council Recruitment Committee to oversee the process, to include the Mayor and Vice Mayor.
5. Identify Search Firm to recruit candidates externally.
6. HR/Executive Search firm develop a timeline and recruitment, selection and interview procedures.
7. Post job opening inhouse.
8. HR prescreen applications and make recommendation to the Council Recruitment Committee.
9. Council Recruitment Committee selects (1-10) candidates to the Council for review.
10. Council identifies (1-5) candidates for final consideration.
11. HR and Executive Research firm will schedule (1-5) best candidates for interview and other work-related investigations.
12. Key staff members interview candidates and make recommendation to Council.
13. Council makes decision on first and second choice candidates.
14. Council Recruitment Committee makes a conditional job offer and negotiates salary and benefits.
15. Employment package is presented to Council for final decision.
16. Based on education, training and experience a start date is set and training program developed.
17. New Town Manager reports aboard.



TOWN MANAGER

Department: **Administration** Class Code: **44**
Reports to: **Town Council** FLSA Status: **Exempt**

GENERAL PURPOSE:

Under the specific direction and control of the Council, the Town Manager shall be the head of the administrative branch of the Town government and shall be responsible for the proper administration of the affairs of the Town.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Has overall responsibility for the proper procedures, policies, and operations of all Town departments.
- Responsible for the Town's economic development, through research, strategic planning, and marketing efforts
- Ensures accountability throughout the Town organization.
- Assures all laws, regulations, and guidelines are adhered to relating to Town government and services.
- Assures all laws, regulations are adhered to concerning budget, and controlling expenditures during the fiscal year.
- Establishes measures to improve methods and use of resources to increase the efficiency and services to the Town.
- Creates systems to facilitate and ensure maximum productivity of all employees.
- Coordinates with the Town Council to develop and implement short and long range goals for the Town.
- Has final authority for all non-appointed employee hires, promotions, transfers, discharges, and disciplinary measures.
- Performs liaison duties between Town departments and the Town Council.
- Keeps the Town Council informed of all Town activities and projects through oral and written reports.
- Responsible for the preparation of the Town Council agenda.
- Attend all meetings of the Council except when excused.
- Represents the Town in dealing with other governmental jurisdictions, private firms, professional groups, citizen groups, the media and the general public.
- Attends conferences and conventions and other educational and professional meetings to keep updated on town management and administration.
- Oversees, directs and plans all activities based upon the Town's strategic plan.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in public or business administration or a related field.
- Master's degree or equivalent in business, public administration or a related field preferred.
- Minimum of five years progressively responsible management experience.

JOB DESCRIPTION

Town Manager

- Previous experience as a town or city manager highly desirable; rural municipality experience preferred.

Required Licenses or Certifications:

- Possession of a valid State of Arizona driver’s license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of economic development, water resources management and land development.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same to support employee development and succession planning.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Core Values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		3/2020				

APPROVED: Laura Kyriakakis

DATE: 3/16/2020

DRAFT

Town of Chino Valley
COUNCIL SUBCOMMITTEE CHARTER:
AD HOC TOWN MANAGER RECRUITMENT SUBCOMMITTEE

SUBCOMMITTEE'S PURPOSE:	To assist the Human Resources Department and Town Council with the recruitment process for the position of Town Manager.
MEMBERSHIP:	3 members, appointed by the Council
QUORUM:	2 members
OFFICERS:	Chair, appointed by Mayor
MEETING FREQUENCY:	<u>TBD by Subcommittee</u>
REGULAR MEETING DAY & TIME:	<u>TBD by Subcommittee</u>
MEETING LOCATION:	Council Chambers Conference Room 202 N. State Route 89
STAFF LIAISON:	Human Resources Director
LIAISON'S RESPONSIBILITIES:	<ul style="list-style-type: none">• Meeting agenda• Meeting packet, if applicable• Council agenda staff reports
TOWN CLERK'S OFFICE RESPONSIBILITIES:	<ul style="list-style-type: none">• Final meeting agenda• Meeting Minutes
MEETING AGENDA HEADINGS:	<ol style="list-style-type: none">1) CALL TO ORDER2) ROLL CALL3) APPROVAL OF MINUTES4) OLD BUSINESS5) NEW BUSINESS6) ADJOURN