



**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 human resource administration.
- Principles and practices of project management.
- Principles and practices of leadership.
- 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:**

- Excellent oral and written communication skills.
- Strong managerial and supervisory skills.
- Ability to coordinate and develop long and short range plans and to make recommendations and decisions on matters of major policy.
- Ability to provide administrative and professional leadership and direction for the Community Services Division.
- Ability to establish and maintain effective working relationships with all customers, including Town officials, staff, community groups, the general public and media representatives
- 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.
- 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:**

- Frequently required to sit, stand, walk, talk, and hear. Specific vision ability required for this job include distance and close vision. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	4/2017			35	Exempt	
	9/2022			35	Exempt	

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_