



# City of Prescott, Arizona

*Announces the recruitment for*



## City Manager



### The Opportunity:

The City of Prescott, located in the mountains of north central Arizona, is seeking a new City Manager with a unique combination of leadership skill and ability along with a progressive management style to help shape the future of this historically rich community. With a population of 40,000, Prescott is recognized for its lively center plaza which was named as one of the Top Ten Public Spaces in the United States by the American Planning Association. The hometown/small-town atmosphere is the essence of Prescott's charm, setting it apart from other Arizona cities of comparable size. It is known as "everybody's hometown" because of its unmatched warmth, character and sense of community.



[www.prescott-az.gov](http://www.prescott-az.gov)

## Prescott Vision:

**Pres•cott** [pres-kitt]: a beautiful, growing City that has a vibrant historic downtown, is the regional economic center for the Quad-Cities, and is a first class tourist destination; **The Gem of Arizona.**



## Community Profile:

### Location and History

Prescott, with a population of 40,000, is located in the mountains of north central Arizona, 96 miles northwest of Phoenix and 90 miles southwest of Flagstaff. The City is bordered on the south and west by the Prescott National Forest, one of the world's largest stands of Ponderosa Pine. Prescott was established in 1864 and became Arizona's first Territorial Capital in that same year, and is the seat of Yavapai County.

### Climate and Environment

Prescott's average elevation is 5,400 feet and the area enjoys four definite seasons with few extremes of temperature or precipitation. The climate is generally mild, with average temperatures ranging from 50 degrees to 90 degrees. Average annual precipitation is 18.8 inches, most of which is rain although winter snowfalls are not unusual. The natural environment is rich with vegetation, wildlife, unique topographical features and archaeological resources.

### Economic Activity

Prescott's economy has been largely service-oriented with tourism and government as the major sources of business activity and employment. Focused efforts are underway to expand the commercial-retail economic base within the City limits, and to strengthen Prescott's position in an increasingly competitive retail environment. Prescott is home to the two largest medical care facilities in Yavapai County: Yavapai Regional Medical Center and the Department of Veteran Affairs Medical Center.

### Education

Prescott has several public and private elementary schools, two middle schools, one public high school, and three institutions of higher learning: Yavapai College, a two-year community college, Prescott College, a four-year liberal arts college, and Embry-Riddle Aeronautical University, a four-year university. Northern Arizona University also partners

with Yavapai College to offer select four-year degrees through a partner program. Besides offering educational options to the community, these institutions provide many employment opportunities for the area.

### Community Facilities

Prescott offers a broad range of community facilities, many of which are owned and operated by the City, including a busy municipal airport with commercial airline service, a 36-hole championship golf complex, state of the art public library, and an extensive well-developed park and lakes system. In addition to these City facilities, there are numerous museums, art galleries, theatres, performing arts centers, and a small zoo.



## City Government:

Prescott's City government is based on a voter-approved charter and is a Council–Manager system with a Mayor and a six-member City Council which is elected at large. The Mayor serves a two-year term while the Council members serve staggered four-year terms. The City Council appoints the City Manager, City Attorney, and City Clerk. There are presently 12 City departments split into 35 divisions with approximately 500 full-time employees. The City's FY 2016 budget was \$148,423,862, which consisted of an operating budget of \$84,853,396, and a capital budget of \$63,570,466.



## City Manager:

The City Manager is appointed by the Mayor and City Council and is responsible for directing all administrative functions of the City. Under the Council-Manager form of government, the City Council develops policies with assistance from the City Manager, who is responsible for implementing those policies. The City Manager has hiring authority for all departments and department heads except the Council-appointed City Clerk and City Attorney. The City Manager has the responsibility for preparing the City's annual budget for Council's consideration. The Manager plays a critical role in the communication process that occurs among City government, employees, citizens and customers, community groups, businesses, and other government agencies, and must be a proven leader who is capable of giving guidance and direction to the organization for the good of the City.

## City Services:



The City of Prescott is a full-service City in the true sense of the term, providing basic public services including police and fire protection, recreation and library services, street maintenance and new construction, community development, and City administration, most of which are provided through the general fund. Other services such as water and wastewater systems, refuse collection and transfer, a municipal golf course and airport are operated as enterprise funds. In addition to providing all of

these services, the City is engaged in a wide range of community and regional issues. Prescott's City Manager must have experience or training that demonstrates the ability to manage a diverse organization offering a full range of municipal services.

## Community Goals & Challenges:

**Creating a Balanced Community**

**Provide Municipal Services for Competitive Rates**

**Organizational Culture & Partnerships**

**Community Involvement & Communication**

**Growth Planning & Management**

**Water Planning & Management**

**Transportation Planning**

**Economic Development (Job Growth)**

**Tourism**

**Parks, Recreation, Library, Trails & Open Space Planning**

**Regional Issues**





## The Ideal Candidate:

### Education

Candidate must possess a Bachelors degree, preferably a Masters degree, in Public or Business Administration or a related field.

### Experience

Prior experience should include at least 10 years of progressively responsible management experience in local government. In-depth knowledge of economic development, financial management, and public safety will be particularly advantageous. Experience and success in working in a rural tax challenged community is highly desired. Previous experience as a City Manager or Assistant City Manager is preferable.

### Personal Traits

A City Manager should possess certain traits and characteristics deemed essential to successful job performance, and be a positive representation of the City's core values. Among these are high ethical standards and integrity; exceptional communication and interpersonal skills; a goal-oriented visionary approach; innovative and open-minded; problem solving and keen negotiation skill; facilitation and consensus building abilities; professionally knowledgeable and competent with the ability to translate ideas into action; and last but certainly not least, a good sense of humor is necessary.

## Personal Interactions:

### Interaction with City Council

Accessible and responsive to City Council members, communicates openly and honestly, a candid advisor willing to share information, ideas, resources, and make sound recommendations with a good understanding and respect for the Council-Manager form of government.



### Interaction with Staff

A proven leader with a participative management style that models our core values, customer service, teamwork, positive attitude, interpersonal skills, professional competence, being open minded, flexible and supportive of employees.

### Interaction with the Community

Active and visible, accessible to the media, able to effectively articulate the City's position on various subjects, engaging, innovative, diplomatic, dynamic and capable of commanding respect for the City of Prescott.



## Compensation & Benefits:

The salary is negotiable up to \$150,000.00 and will be dependent on the qualifications of the selected candidate. The City of Prescott also offers a competitive selection of benefits, some of which may also be negotiable as part of the compensation package. Standard employee benefits include group medical, dental and life insurance; paid time off; ten paid holidays; and participation in the Arizona State Retirement System. Exempt employees are also eligible for 40 hours of paid administrative leave each year.

## Application & Selection Procedure:

Interested candidates may apply for this challenging and rewarding career opportunity by submitting an application, a resume, which should include positions held as well as size of staff and budgets managed, and a compelling cover letter detailing how their experience matches the City's best interests. Please visit the City's website at [www.prescott-az.gov](http://www.prescott-az.gov) and click on Employment, and Current Job Openings to apply.

For more information please contact the Human Resources department at (928) 777-1347, (800) 748-6205 or [hr@prescott-az.gov](mailto:hr@prescott-az.gov)

