The City of Cottonwood is seeking applicants for:

City Manager

The Position:

Appointed by the Mayor and City Council, the City Manager is responsible and held accountable for the City of Cottonwood’s daily operations and is considered the City’s chief administrative officer. The City Manager is responsible for providing organizational leadership and implementing polices set by City Council.

City operations include the following departments: Administration, Airport, Community Development, Cottonwood Area Transit, Tourism & Economic Development, Finance, Fire, Housing, Human Resources, Information Technology, Library, Parks and Recreation, Police, Public Works, and Utilities. Currently, the City Manager oversees twelve direct reports including the Deputy City Manager, the Executive Assistant to the City Manager, the City Clerk, the Police and Fire Chiefs, and the Directors of Community Development, Airport, Human Resources, Parks and Recreation, Public Works, Tourism and Economic Development, and Utilities.

Access the full job description [here](#).

Posting Date: August 19, 2022

Closing Date: September 26, 2022
Compensation and Benefits

The salary range for the City Manager is $136,745 - $205,118. Salary for the chosen candidate will depend on experience and education.

This position is exempt, benefit eligible, and serves at the will of the City Council under contract.

This position is eligible for a phone allowance of $960 and a vehicle allowance of $5,400 annually, paid bi-weekly. Any other proposed or desired benefits by the successful candidate can be negotiated directly.

The City of Cottonwood offers an extensive benefit package that includes:

- Enrollment in the Arizona State Retirement System with City match. Current rate is 12.17%.
- Medical and Dental coverage paid at 100% for the employee and a partial percentage for dependent coverage
- Vision coverage (optional at your expense)
- Optional Health Savings Account (HSA) with employer contributions
- Group term life insurance amounting to the annual salary up to $150,000 plus $50,000
- Generous vacation and sick accrual rates
- Twelve paid holidays
- Optional deferred compensation plans (457b)
- Employer-paid Cottonwood Recreation Center membership for employee and discounted memberships for household members
- Qualifying employees who choose to purchase a home in the Verde Valley are eligible for down-payment loans up to $15,000 after one year of employment See flyer here.

Access our full benefit packet here.

How to Apply

Please e-mail your one document submission (word or pdf) that contains a cover letter, resume, salary history, and your prompted written response to awilber@cottonwoodaz.gov.

A complete job description is available at the City of Cottonwood Human Resources Office, 821 N. Main St., Cottonwood, AZ 86326, or on the City website. Phone 928-340-2713. EOE/ADA.

Questions? Contact us!

Human Resources
awilber@cottonwoodaz.gov
928-340-2713

Written Response Prompt:

Please submit your written response to this prompt with your application submission.

In no more than two pages, use your experience to demonstrate how you have helped your community effectively manage its growth while maintaining the balance between the community’s need to expand and its desire to maintain its small town feel.
Experience and Education

Requirements for this position are a bachelor’s degree in public administration, human resources, business management, finance or a closely related field and at least five (5) years of progressively responsible experience in a local government or an equivalent position in an organization of comparable complexity.

Preferred qualifications include a master’s degree in public administration or related field, ICMA-Credentialed Manager designation, strong financial management and budgeting skills, and a track record of success in economic development, business and civic engagement, organizational leadership, and intergovernmental relations.
The Ideal Candidate

The ideal candidate will fully embrace the City’s mission of *Inspiring a Vibrant Community* and believes in the notion of being accountable in their service to others while executing the duties of a City Manager. The City’s next City Manager will be an experienced and knowledgeable professional with significant experience in a municipal or local government. The candidate will possess strong communication skills, is collaborative, and has demonstrated success in maintaining positive interpersonal relationships both internally and with intergovernmental partners and other stakeholders.

The successful candidate will also further the current environment of trust and reliability, effectively engage in processes that enhance the productivity of the organization, and creatively solve problems while aligning decisions to the City’s core values and mission. The candidate will develop strong relationships with his or her peers throughout the Verde Valley and will build relationships to obtain proper assistance for specialized matters as necessary. The candidate will support and advise Council on issues of importance and assist Council in its efforts to balance the City’s small-town identity with its desire for sustainable growth. The candidate will be ready to actively participate in and give direction on upcoming large projects, such as the build-out of a new City Hall facility, and various other capital improvement projects. The candidate will be highly motivated and invested in the success of both the organization and the community as a whole.

The ideal candidate will call Cottonwood home, yet enjoy the opportunity for limited telework when necessary. The City Manager will be a contributing member to the community and will appreciate the City’s history while helping the organization move forward with its structured future growth.
The Community

Cottonwood, the “Heart of Arizona Wine Country,” serves as the retail and service center for the greater Verde Valley. It hosts a vibrant downtown area, known as Old Town Cottonwood, with a variety of dining options and wine tasting rooms, antique stores, art galleries and many other small businesses. Its history as a previous bootlegging community and proximity to nearby historic mining towns of Clarkdale and Jerome also make the area a popular tourist destination.

With its location within the heart of the Verde Valley, Cottonwood is surrounded by enticing attractions, historic sites, and extensive outdoor recreation opportunities. Cottonwood is in close proximity to two national forests, several state parks, and is near the geographic center of Arizona, approximately 100 miles north of Phoenix and 50 miles south of Flagstaff with major access from 1-17 through State Route 260.

Cottonwood is generally sunny with mild year-round temperatures ideal for the outdoor enthusiast to enjoy limitless recreation opportunities through the area’s trails, parks, and the Verde River.

The majority of the youth in the area attend Cottonwood Oak Creek School District and Mingus Union High School District which collectively provide four K-8 schools and one high school. The City is proud to host the Verde Valley Medical Center campus which provides medical, clinical, and laboratory services to the local area. The main industries within the City consist of tourism, government services, retail, education, and health services.
The Organization

The City of Cottonwood was incorporated in 1960 and operates under the council-manager form of government. The Council is a seven-member body consisting of a Mayor, Vice Mayor, and five council members elected to serve staggered four-year terms. The Mayor is directly elected while the Vice Mayor is appointed by the City Council.

The City provides a variety of services for the community including law enforcement, fire and emergency medical services; road maintenance; parks and trails; a recreation center; a regional public transportation system; enforcement of building and zoning codes; animal control; a public library; a public water system that serves a customer base twice as large as the City’s population; a sanitary sewer system; a public cemetery, and a general aviation airport.

The City employs approximately 230 full-time employees and the City’s average annual expenditures run between $70-$80 million per fiscal year.

The Recruitment Timeline:

- **August 19, 2022** — Recruitment Begins
- **September 26, 2022** — Recruitment Closes
- **October 2022** — Top Candidates Invited to Participate in Interview Process
- **October 28-29, 2022** — On Site Interview Process
- **November/December 2022** — Anticipated Start Date of New City Manager

Strategic Initiatives:

- Foster Sustainable Growth and Development
- Ensure Our Quality of Life
- Lead with Environmental Stewardship
- Improve Our Infrastructure
- Embrace Financial Accountability and Transparency

View the Strategic Plan [here](#).