

AGENDA



**SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
CAMP VERDE MARSHAL'S OFFICE
TRAINING ROOM
646 S. First Street
THURSDAY, JUNE 7, 2007
5:00 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion with League of Arizona Cities & Towns representatives regarding the recruitment of the Town Manager position which may include, but not be limited to the following desired requirements/stipulations: education, experience, qualities, travel reimbursement, etc.**
4. **Adjournment**

Posted by: *O Jones*

Date/Time: 6-1-07 8:00 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

APPENDIX B.2

Format for a City/Town Manager Profile
(For council use)

Describe the background, skills and qualities you believe your city/town needs in a City/town Manager based on the suggested skills listed in appendix B-1 and other attributes that are necessary for your community.

Skill/experience area	Notes/comments	Rate Importance
Education		High Medium Low
Experience		High Medium Low
Administrative and management ability		High Medium Low
Governmental budget and finance		High Medium Low
Labor relations and personnel experience		High Medium Low
Community relations experience		High Medium Low
Council/commission relations experience		High Medium Low
Intergovernmental relations		High Medium Low
Innovation and major achievements		High Medium Low
Other important skills and experience		High Medium Low

APPENDIX B.3

SAMPLE

City/Town of _____

Draft City/Town Manager Profile

Education and Experience

A Bachelor's degree or equivalent experience in municipal government required. A minimum of three years of public administration experience is required with five years preferred. Experience must demonstrate performance in specific areas including municipal engineering and public works; grants procurement and administration; economic development strategies and understanding of state laws, including budget process, purchasing and other related matters. Prior experience in the Southwest preferred. Experience and knowledge in municipal accounting is desirable.

Administrative Ability

The candidate must have demonstrated performance in personnel relations for a community having not less than 7-9 employees. Communication skills are a must, including the ability to listen, communicate with various segments of the community and develop good relations with the business community. Person must be willing devote whatever time is necessary to achieve the goals and guidelines established by the council. Knowledge of how to organize municipal departments and demonstrate leadership qualities is essential.

Council Relations

Ability to take time and interest in working with council members to keep them informed and explain technical processes. The Candidate should be able to adequately inform the council on a regular basis so there are no surprises. Both written and oral communications with the council are essential. The person must be able to accept constructive criticism. Candidate must be open and honest with the council and able to present all sides of an issue that affect the city. The individual must be able to carry out the intentions and directions of the council enthusiastically.

Budget and Finance

Should have demonstrated prior experience in managing a "big business" since the city has a \$ 4.5 million budget. With a tax base of \$3,750,000, it is essential that a candidate has knowledge in local budget law and, in addition, is frugal with expenditure of funds. Additionally, experience and expertise in grantsmanship are desirable, as well as dealing with city owned utility finances.

Labor Relations/Personnel

The candidate should have some knowledge of Arizona labor relation's law, with demonstrated ability in the collective bargaining process. Since the public works crew is unionized, strength in personnel management is desirable. Must demonstrate a personality which can communicate city goals and needs to employees and who can (with fairness) increase productivity among city/town employees.

Community Relations

The candidate must have demonstrated background of involvement in community activities. Prior experience in working with and understanding the needs of the business community is highly desirable. The candidate should be able to present a confident image of the city to the community at large and must be able to demonstrate a positive, productive attitude to citizens of the community. Prefer Southwest residency in order to better relate to an Arizona community.

Intergovernmental Relations

Must be able to relate to and develop a good working relationship with councils of government, city/town governments, schools, and state and federal agencies. Person should have prior experience in working with intergovernmental agencies, dealing with such areas as financial projects and grants and be able to use resources of other agencies to community's benefit.

Innovations and Major Achievements

The candidate must be able to manage with a lean budget and the ability to continue the good relations that currently exist with the public safety sector, including the sheriff's department and the rural fire district. Person must be able to set personal and employee goals, and be creative and aggressive in seeking solutions to city problems. The individual must be able to seek and receive support and involvement from the council, employees and the community on various topics. Knowledge and ability to develop alternatives in the area of economic development, including tourist promotion, would be desirable.

Facilities/Special Needs

The candidate should be familiar with the operation of public utilities, including electric utility and improvements for water and sewer systems. Knowledge of street drainage is also desirable. Ability to deal with maintenance and project funding is desirable, including the ability to deal with engineering firms and other types of consultants. The candidate should have experience in contracting for services like solid waste hauling and recycling, along with working knowledge of information technology.