



# Town Manager

Duncan, Arizona

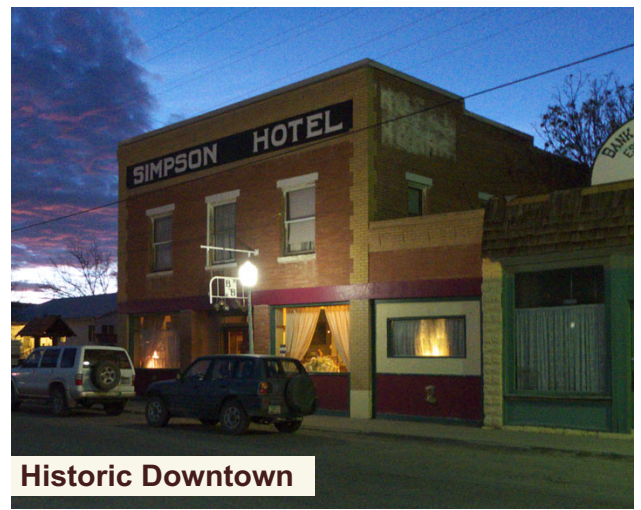
## THE COMMUNITY

**The Town of Duncan** is an Arizona municipality serving approximately 700 citizens at the center of a bi-state rural community of about 3,500. It is the commercial, cultural, and historical center of southern Greenlee County, Arizona, and western Hidalgo County, New Mexico.

**Originally settled** in the 1870s as a cattle station and railroad hub, Duncan incorporated in 1938. Straddling the scenic Gila River, Duncan is a gateway to outdoor recreation opportunities, free of the crowding of more familiar destinations. Duncan has a small historic business district clustered around US Highway 70, which provides the kind of refreshing and relaxing alternative to interstate travel that domestic and foreign tourists alike seek out. Duncan has been featured in such notable travel/lifestyle magazines as Arizona Highways and Sunset Magazine.

**The potential** for new businesses serving visitors is as great in Duncan as the opportunities for families, retired adults, and remote workers to enjoy the benefits of a quiet and beautiful rural setting.

**Duncan has excellent public schools**, enriched programs for students interested in agricultural/industrial sciences and related disciplines, a lively and innovative public library, a nature trail network along the Gila River, a non-profit community health clinic and pharmacy, a helipad used by regional medivac services, and available land, reliable water, and high potential for housing and business development.



**Historic Downtown**



**Beautiful Scenery**

## GOVERNMENT & ORGANIZATION

**Duncan** operates under a Council/Manager form of government. The Town Council is comprised of a Mayor, a Vice Mayor, and three Council members elected to four-year terms biennially, using staggered elections. Management and Operations consist of the following departments: Town Manager, Town Clerk/Finance, Public Works/Roads, Water Testing Laboratory, Parks and Recreation, and Utilities consisting of water, wastewater, and solid waste management.

**Public Safety** is contracted to the Greenlee County Sheriff's Office; electrical power and natural gas distribution are provided by Duncan Valley Electric Co-op; fire services are under Duncan Valley Rural Fire District. Emergency Medical Services are under the direction of Greenlee County Health Department. An ambulance with Paramedic level professionals stationed and staffed 24 hours a day at a joint Fire/EMS station location just outside town limits.

**The Town of Duncan** has recently implemented reforms concerning financial practice, responsiveness to audit findings, management of resources, and economic development. To keep these reforms intact, the next Town Manager will have high ethical standards, documented performance of duties, strong management acumen, and a history of recognition for values-based, servant-leadership. He or she should be comfortable leading and managing candid, self-reliant, and self-directed staff and employees, in an environment where most have multiple job scopes and decision-making authority in those roles.



**Duncan High School**

## THE IDEAL CANDIDATE

The Town Council seeks a Town Manager who is forward-thinking and skilled in municipal finance and innovative growth-management strategies. Intergovernmental coordination experience at local, regional, state, tribal, and federal levels is essential to advocate, collaborate, and communicate solutions for the issues facing the Town. Candidates should bring recognized understanding/experience in the following: capital infrastructure financing; community services for the elderly, veterans, and youth; economic development for small businesses and self-employed; financial management with austere budgets; flood mitigation and storm water management; historical preservation; road maintenance; community events for rural populations. Experience with water rights litigation is particularly desirable. Professional development and participation in relevant management and leadership associations are important indicators of the candidate's professional ethics.

The next Town Manager will be expected to represent the Town at community events in the evenings and on weekends, build working relationships with community organizations and business owners, and connect with the many facets of a diverse population. He or she will advocate for and perpetuate Duncan's small-town, rural-Arizona, family-centered culture, its agricultural, mining, and ranching economic interests, and the community's American Old West history and values.

The Town Council hires a professional Town Manager to serve as Chief Administrative Officer overseeing all Town operations, carrying out the Council's policies and vision.

## ESSENTIAL RESPONSIBILITIES INCLUDE

- Ensure that all laws statutes, code and ordinances of the Town and of the State of Arizona are enforced
- Provide administrative control of, and direction, to all non-elected Town departments, staff, and other employees and contractors
- Advise, implement, and monitor the Town's strategic planning process
- Monitor and update the Town's goals and objectives in coordination with Council
- Incorporate the strategic plan into the Town's budget; review, assess, present, and justify the operating budget; oversee the review and approval of expenditures, purchases, and procurement
- Oversee the compliance of Town communications, including web page, social media, Open Meeting Law postings, and other public communication modes, with State of Arizona statutes and the standard practices of municipal communications
- Serve as the official Town lobbyist; represent the Town of Duncan with various legislative bodies, committees, the general public, and others, in coordination with Mayor and Council
- Respond in a timely manner to citizen inquiries and concerns
- Identify, initiate, review, and monitor grant funding efforts and activities
- Administer and/or supervise Human Resources functions, including hiring, training, work review, and assignments; preparation of performance appraisals, promotions, and/or disciplinary actions; act as liaison with benefit providers



## EDUCATION & EXPERIENCE

The **ideal candidate** for this position will have a bachelor's degree in public or business administration, political science, finance, or a closely related field, and 7-10 years of experience in managing, supervising, and administering a division of a municipality. Complex private sector experience as a director, manager, or second-in-command role will also be considered. A Master's degree is preferred, and experience with capital projects is highly desired. **Workplace experience that approximates academic training will be given full consideration.**

## COMPENSATION & BENEFITS

The **annual salary** range for this position is \$50,000 to \$75,000. Town-supplied family housing and utility costs are included in the benefit package. The Town of Duncan offers a variety of plans for medical, dental, vision, and life insurance, with the Town paying 100% of the premium for medical, dental, vision, and basic life for the employee, and 50% for medical and dental for dependents. Additional benefits include generous paid leave. Retirement is provided through the Arizona State Retirement System (ASRS) and an optional 457(b) defined contribution plan is also available.

## APPLICATION PROCESS

Please email cover letter, resume, and references to:  
Vice Mayor Valerie Smith  
Chair, Town Manager Selection Committee  
val.smith.council@gmail.com

**-- Job is open until filled --**

*The Town of Duncan is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.*



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