



*Town Manager Recruitment  
Open until filled*





# Community



## Location

The Town of Eagar is located in the northeastern portion of Arizona, approximately 15 miles west of the Arizona-New Mexico border. Eagar is approximately 3-1/2 hours from Phoenix through the tall pines and majestic view of the Mogollon Rim, or 2-1/2 hours from Flagstaff through the scenic southwestern scenery of the Painted Desert and Navajo Nation.

Nestled at the base of the White Mountains in northeastern Arizona, the Town of Eagar serves as a central point to the region's recreational opportunities. Whether it's the winter skiing, fall colors, warm spring weather, or cool summer nights, Eagar is a natural choice for tourists. Recreational activities include downhill and cross-country skiing, hunting, hiking, biking, golfing, camping, fishing, picnicking, ATV trails, bird watching, and general sightseeing. A low crime rate, small town atmosphere, easy access to major transportation hubs, and an affordable quality of life make Eagar a popular choice for both business and residential relocation.

In the late 1800's the Eagar family homesteaded this part of northeastern Arizona among the tall ponderosa pines. Central to several small homesteads, the town was formed under the name "Union" as a symbol of the unity among the small settlements in the area. Incorporated in 1948, the town changed its name back to Eagar in honor of the original homesteaders. Along with its neighbor Springerville, the two communities are collectively known as the Round Valley.

## Economy

At an elevation of 7,000 feet, Eagar lies at the crossroads of several major thoroughfares in northeastern Arizona. Today, natural resources are still a part of the community industries. Two power plants and the timber-related industry form a substantial portion of the town's employment base, while ranching, retail, and industries in support of the popular tourist trade help to diversify the town's economy. Eagar, like all of Southern Apache County, is a designated Enterprise Zone, which can mean substantial tax savings for businesses expanding or relocating in the region.

## Education

The Eagar area offers excellent K-12 educational services through the Round Valley Unified School District and higher educational opportunities that produce a steady flow of qualified entrants in the workforce. Among these opportunities, Northland Pioneer College offers a variety of associate degree programs.



# Town Manager

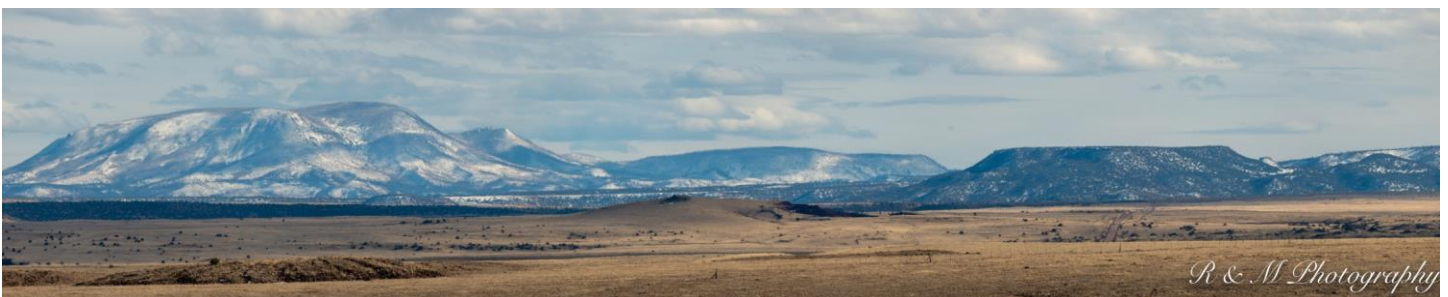


## POSITION SUMMARY

In accordance with Town of Eagar Ord. No. 2010-07, the Town Manager shall be the administrative head of the government of the town under the direction and control of the council. He or she shall be responsible to the council for the proper administration of all affairs of the town and see that the laws and ordinances are enforced. The Manager shall appoint, remove, suspend, promote, and demote any and all appointive officers and employees of the town, except those appointed by the council. He or she shall prepare and submit through the finance director the annual budget to the Town Council and keep the Town Council fully advised as to the financial conditions and needs of the Town. He or she may make recommendations to the Town Council on all matters concerning the welfare of the Town. Additional Duties; Perform such other duties as may be required by the town council, not inconsistent with the laws of the state or the ordinances of the town.

## ESSENTIAL FUNCTIONS

- Assumes responsibility for the planning, organizing, and staffing of the Town of Eagar.
- Performs interviewing, hiring, and training of administrative personnel.
- Supervises all subordinate personnel.
- Performs evaluations on Department Heads.
- Resolves personnel issues.
- Researches and responds to specific requests of the Town Council.
- Responds to citizen requests.
- Periodic visits with local businesses regarding their needs.
- Works with department heads, committees, and advisory boards on problem solving and re-searching Town issues.
- Serve as a public relations officer of the town government.
- Represents the Town of Eagar regarding negotiations with other local entities such as the County, University, School Board, local property owners, on Town matters.
- Represents the Town of Eagar at governmental functions, both on a national and state level.
- Prepares annual budget with finance director and presents to the Town Council for approval.
- Takes part in economic development and tourism strategies and promotions.



*R & M Photography*

# Town Manager



## POSITION REQUIREMENTS

**Experience:** Minimum of three to five years prior/current experience in public administration or senior-level position. Past experience of individual must show a general knowledge in areas including engineering and public works, parks and recreation, police and fire department functions, planning and community development principles and practices, community resources/human services, grants procurement and administration of economic development strategies, tourism promotion, and an understanding of state laws, including budget process, purchasing, and other related matters. Experience and knowledge in municipal accounting desirable. Prior knowledge in operation of public utilities, including improvements for water and sewer systems, preferred.

**Education:** bachelor's degree in public administration, business administration, or related field preferred or commensurate managerial experience.

**Technical Skills:** Thorough knowledge of local government laws and regulations. A Strong working knowledge of all aspects of daily administration and management of a municipality are required. The ability to read and interpret written instructions, reports, records and forms, and excellent organizational, communication and public relation skills are required.

**Personal Relations:** The Town Manager must have good communication skills, both written and oral. The Town Manager must be involved in community activities and be able to develop good working relationships with federal, state and local governmental agencies, and intergovernmental agencies. He or she must be able to present a confident image of the Town to the community at large, must be able to demonstrate a positive attitude to citizens and employees and be able to communicate well.

**Compensation:** The successful candidate will receive an attractive compensation package including health and retirement plans with an annual salary range of \$85,000 to \$120,000 dependent on qualifications.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Please send resume to:

Town of Eagar

Jessica Vaughan, Town Clerk

P.O. Box 1300 / 22 W 2nd St.

Eagar, AZ 85925-1300

For additional information:

Jessica Vaughan, Town Clerk

(928) 333-4128 \*231

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