

Peckham & McKenney
"All about fit"



PECKHAM
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EXECUTIVE SEARCH

City Manager
CITY OF FLAGSTAFF, ARIZONA

THE COMMUNITY

The City of Flagstaff is northern Arizona's most appealing mountain community, renowned for its diversity, Native American culture, stunning scenery, and active lifestyle. Nestled at the base of the majestic San Francisco Peaks at an elevation of 6,900 feet, Flagstaff (pop. 72,000, 66 sq. mi.) is surrounded by the largest ponderosa pine forests on earth. Its picturesque snow-capped mountains, aspen groves, meadows, and prairies provide a welcome contrast from Arizona's lower elevation desert landscapes.

Founded in 1881, Flagstaff draws its name from a tall pine tree, which local settlers made into a flagpole in 1876 to celebrate our nation's centennial. It is the largest city in northern Arizona and the county seat for Coconino County, by area the second largest county in the country.

From its origins as a thriving railroad, lumber, and ranching town, Flagstaff evolved into a governmental, educational, transportation, cultural, and commercial center. Northern Arizona University (NAU), the City's largest employer with 30,000 students, has a major economic impact.

The area's natural beauty is the perfect playground for outdoor enthusiasts. Flagstaff's four-season climate is unique in Arizona – it snows here! – and its 300 days of sunshine and clean mountain air make it easy to be active outdoors.

Flagstaff has excellent public (Flagstaff Unified School District) and private schools, and Coconino Community College. It has quality health care and abundant shopping options. BestChoiceSchools.com recently named Flagstaff the "No. 1 small college town with a great quality of life." *Outside* magazine named Flagstaff one of the "25 Best Towns in the US," as did *Business Insider* ("20 Best Towns in America").

Flagstaff is a vibrant community with engaged citizens, who care about the issues facing the city and the decisions of the City Council.

THE CITY ORGANIZATION

Incorporated in 1928, the City of Flagstaff operates under the council-manager form of government, as provided by the City Charter. The Mayor is elected for a two-year term, and six City Council members have staggered four-year terms. Both the Mayor and Council are elected at-large, on a non-

partisan ballot, with no term limits. Three City Council members were elected in 2016, and three new ones were just elected in November 2018. The Mayor has served on Council since 2008, and as Mayor since 2016.

The Charter provides that the City Council appoints the City Manager, who carries out Council policies and is responsible for the day-to-day operations of the City.

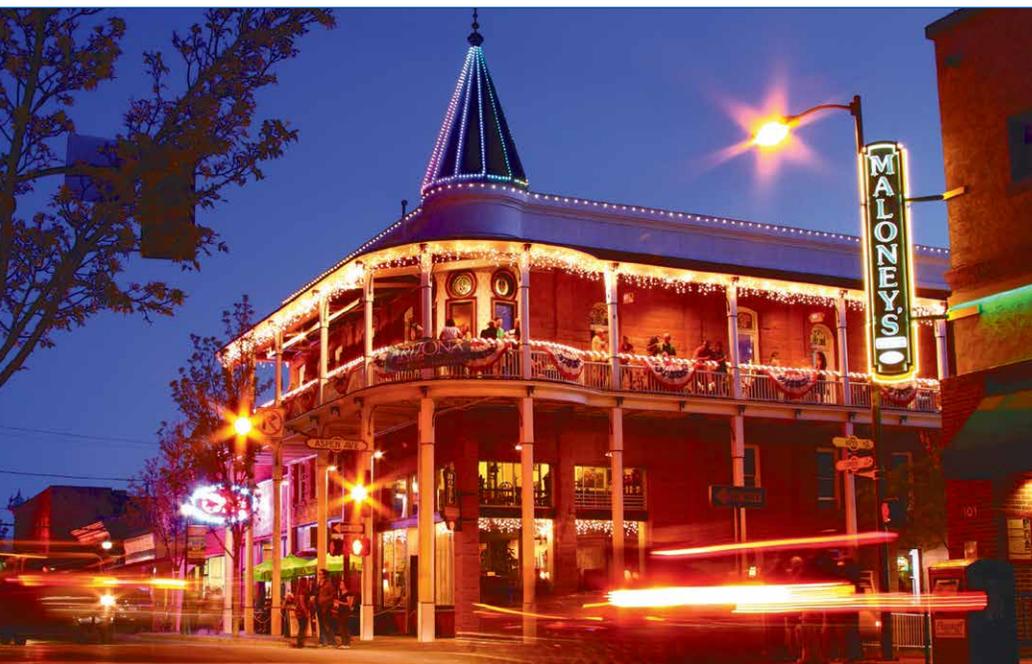
The City of Flagstaff FY 2018-2019 budget is \$280 million with 1,000 FTEs. The City provides police and fire protection, and operates a public library, a water/wastewater/stormwater utility, a landfill, many parks and a wide variety of recreation programs, Pulliam Airport, and the Flagstaff Housing Authority.

The City has seats on the Executive Board of the FMPO (Flagstaff Metropolitan Planning Organization) a county-city-ADOT (Arizona Department of Transportation) organization charged with regional transportation planning. It also has seats on the board of directors of NAIPTA (Northern Arizona Intergovernmental Public Transportation Authority), an award-winning transit system, which provides regional bus service. For more details about the City of Flagstaff budget and financial plan, please visit <https://www.flagstaff.az.gov/3259/2016-Annual-Budget-Financial-Plan>.

THE CITY COUNCIL'S POLICY INTERESTS

The Council's policy interests are diverse and include, but aren't limited to, the following areas:

- The shortage of affordable housing (exacerbated by rapid growth at Northern Arizona University);
- The impacts of the voter approved increase in the minimum wage;



- Paying off the \$100 million public safety pension liability;
- Climate change and its effects, and implementation of the City's Climate Action and Adaptation Plan;
- Dark skies, conservation, and sustainability;



- Water quality and availability;
- Diversity, inclusion, and social justice;
- Multimodal transportation, transit, and traffic;
- Economic development;
- Community development and smart growth;
- Thoughtful zoning code enforcement;
- Advancement of the City's state and federal legislative agendas: watershed management, healthy forests, and flood control; and
- Improved transparency, staff retention, and public engagement.

In November, voters renewed the City's transportation tax, which will be used for roads, bicycle, and pedestrian improvements. Upcoming major infrastructure projects include construction of a municipal courthouse, an 80-bed nursing home for veterans (paid for with federal, state, and local funds), and a \$100 million bridge over the railroad tracks. The City has been working very hard to finally complete construction of the critical \$100 million Rio de Flag flood control project, which it has been working on with the US

Army Corps of Engineers. To learn more about the City of the Flagstaff, please visit <https://www.flagstaff.az.gov>.

THE CITY MANAGER POSITION

The City Manager serves at the pleasure of the City Council and represents the Council's policy directives. The Manager is the face of city administration to the community, and ensures the City Council has all relevant information to make good policy, and that staff recommendations are tied to council policy priorities. The position demands patience, emotional intelligence, and the ability to unify diverse perspectives and interests.

Among other functions, the City Manager strengthens and maintains relationships with county, state, and legislative leaders, stakeholders, and area local governments. The City Manager is proactive, not reactive, and manages the day-to-day affairs of the City while looking five, 10, and 15 years ahead. Flagstaff is a vibrant community with an engaged citizenry, so the City Manager must be adept at working with the public.

This is a dream opportunity – to manage and lead in one of Arizona's premiere and highest profile cities. But this is not an easy job – it requires a professional with solid experience and an excellent set of management and leadership skills. Fortunately, the next City Manager will inherit a capable and experienced staff.

A bachelor's degree (public administration, business, management, or related field); extensive administrative and management experience that clearly

demonstrates the candidate's ability to lead a municipal organization; or any equivalent combination of education, experience, and training are required. A master's degree is preferred.

The Council appreciates diversity and seeks to identify candidates who have the experience and/or willingness to enhance diversity and equity. The council welcomes candidates of any gender identity or expression, any race, ethnicity, size, nationality, sexual orientation, identity, and self-identification to apply for the position.

The City Manager is required to live within the City limits.

THE IDEAL CANDIDATE

The ideal candidate will fully support Flagstaff, embracing the challenges and corresponding rewards of living in this beautiful city. A strong work ethic, absolute integrity, and a commitment to ethics and transparency are required.

Paramount are expert level inward- and outward-facing communication skills, including clear and concise writing skills and the ability to give effective, relevant presentations to citizens, Council, and staff.



The successful applicant will be culturally sensitive, comfortable and effective interacting with a diverse and engaged citizenry, experienced with performance-based budgeting in a larger or similar-sized community, and will be experienced with growth challenges similar to what Flagstaff is facing. Extensive experience working with economic development and community development staff, especially on redevelopment and infill projects, is a must.

The City Council is seeking a candidate who is inspirational and supportive with superb personnel management skills, who will develop and lead teams, delegate when appropriate, maximize the potential of the staff, hold staff accountable with grace and integrity without micromanaging, care about the welfare and professional development of all employees, and have a friendly and positive presence.

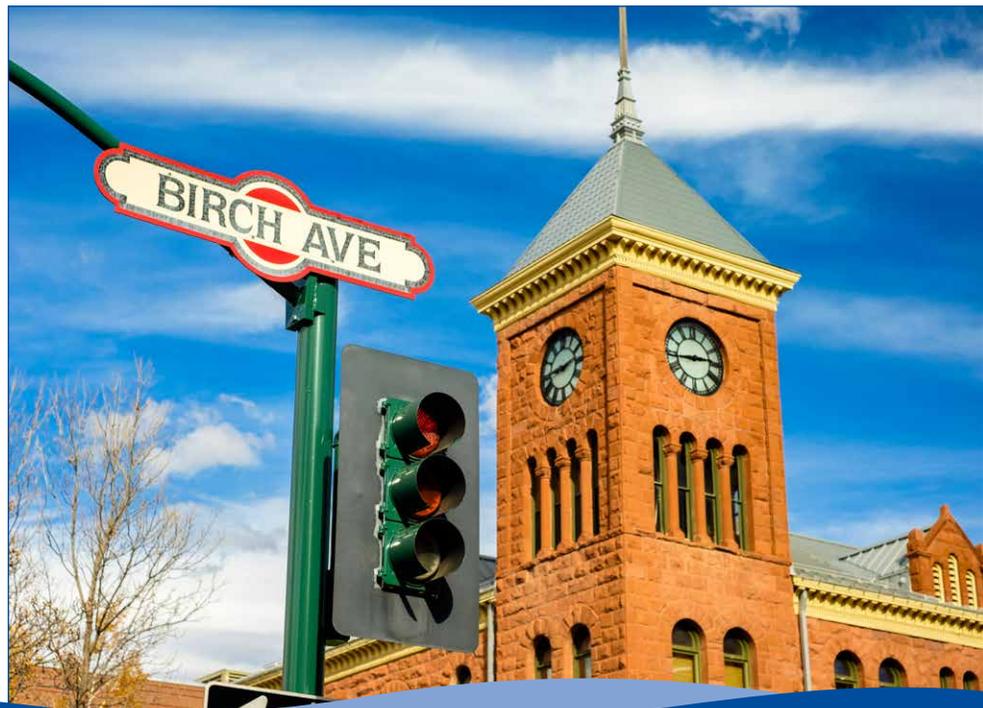
COMPENSATION

The initial annual salary will be in the range of \$195,000 to \$215,000 depending upon qualifications and experience. The benefits include membership in the

Arizona State Retirement System (mandatory); an optional 457 deferred compensation plan; medical insurance and prescription drug (choice of three plans); and dental, vision, life, and short- and long-term disability insurance. Employees enjoy a wellness program, an employee health clinic, and a robust employee assistance program.

The City Manager will accrue up to 16 vacation days annually and one day for each calendar month of sick leave, and one floating holiday. The City observes 11 holidays.

Relocation assistance may be negotiated. Complete benefit details will be provided later in the application process.



SEARCH SCHEDULE

Filing Deadline: February 7, 2019

Preliminary Interviews: February 14-20, 2019

Recommendation of Candidates: February 26, 2019

Finalist Interview Process: Dates in March TBA

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your cover letter and resume electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Andrew Gorgey toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.

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