

NOW ACCEPTING APPLICATIONS

-Open Until Filled-

Send application, cover letter, resume, and references to: mburnam@townofkearny.com

Applications are available online at <http://www.townofkearny.com/pdf/Employment-application.pdf>
or pick one up in the office located at 912-C Tilbury Dr. Kearny, AZ 85137.

For questions please call (520)363-5547

TOWN OF KEARNY, AZ

Kearny, AZ (2,000 pop.) On the bank of the Gila River, the Town of Kearny is nestled between the Pinal Mountains and Tortilla Mountains in eastern Pinal County, in the Copper Basin, less than two hours from both Phoenix and Tucson. Along with the breathtaking mountains and Gila River, the Sonoran Desert surrounds the community and offers many recreational opportunities. The Town of Kearny was one of Arizona's first (1958) planned communities and home to many copper workers. The Town of Kearny is run by a council/manager form of government with a history of sound financial management. Kearny is a full-service community with a police force, volunteer fire department, ambulance service, utilities, municipal airport, lake, parks and community pool.

POSITION: TOWN MANAGER

The Town Manager is an at-will position which reports to Mayor and Six-Member Council.

This position oversees these departments: Administration, Library, Public Works, Police, Ambulance, Volunteer Fire Department, Airport and Seasonal Employees

This position is an At-Will position and is FLSA Exempt – ineligible for overtime compensation

SALARY: \$65K-\$75K DOQ plus Benefits.

EDUCATION: Requires a Bachelor's Degree in Public Administration, Business or related field and 5-7 years of Managerial Experience. Master's Degree a plus.

BENEFITS: The Town of Kearny offers a superior benefits package for employees including medical and life insurance, leave benefits and participation in the Arizona State Retirement System.

MANAGEMENT AND LEADERSHIP QUALITIES:

- Demonstrated History of Innovation, Learning, Customer Focus and Integrity
- Expertise in Planning, Finance, Personnel, Economic Development and Land Use.
- Fiscally conservative with highly developed Financial Management, Analytical and Budgetary
- Strong, Clear and Concise Communicator. Can explain complex issues simply.
- Commitment to Collaboration and Positive Engagement among Elected Officials, Employees, Residents, Professionals and Visitors.
- Accountable, Committed and Compassionate Individual who Leads by Example
- Analyze and Develop Policies and Procedures.
- Ensure Compliance with Applicable Laws, Rules, and Regulations.
- Manage Change and Sensitive Topics.
- Public Administration and Governmental Operations
- Knowledge and Practice of Applicable Federal, State, and Local Laws, Rules, and Regulations

LICENSES OR CERTIFICATIONS

- Possession of an Arizona operator's driver license at time of hire.

OTHER REQUIREMENTS

- The use of a computer and related software applications.