



# **ASSISTANT CITY MANAGER**

*Safford, Arizona*



A Great Place to

LIVE, WORK, AND VISIT

## THE COMMUNITY

A small town with a big heart for local businesses and outdoor enthusiasts, the City of Safford, Arizona, is known for its stunning scenery, rich history, and endless opportunities for adventure.

The county seat of Graham County and its largest city, Safford's 8.6 square miles are tucked into southeastern Arizona between the Sonoran Desert and the high pines of Mt. Graham, about 100 miles northeast of Tucson and accessible via Interstate 10 and Hwys. 70 and 191. The Safford Regional Airport offers commercial flights to Phoenix and Tucson, but with so many options for fun close to home, this city is tough to leave.

Safford got its start in 1874, named after Gov. Anson Safford of the Arizona Territory, and grew rapidly in the late 19th century thanks to its location on the Arizona Central Railroad. Today, the city of about 10,300 people is a thriving community home to a variety of businesses, quality schools, and popular cultural attractions. It's also the perfect place to escape it all and reconnect with nature, with several state parks and recreation areas nearby.

Residents and visitors alike flock to the state parks and recreation areas that call the community home — including Roper Lake State Park, Dankworth Pond State Park, and Dead Horse Ranch State Park — for hiking, boating, picnicking, birdwatching, mountain climbing, mountain biking, whitewater rafting, and more. Golf is also popular, with Mount Graham Golf Course offering 18 walker-friendly holes. And the city is home to some of the best camping in Arizona; whether you're looking for a secluded spot in the mountains or a family-friendly campground with all the amenities, area favorites include Swift Trail State Park, Fool Hollow Lake State Park, the Coronado National Forest, and the Apache-Sitgreaves National Forest.

Nearby scenic Mount Graham is the highest peak in the Pinaleno Mountains and one of the highest in Arizona. It's also home to the Mt. Graham International Observatory and its three large telescopes, including the Large Binocular Telescope, which boasts the world's highest resolution.

There are wonders to be discovered outside of the woods, too; Safford offers a number of historical and cultural attractions, including the Safford Historical Museum, Graham County Courthouse, and Safford Carnegie Library. Residents also enjoy catching shows at the Safford Civic Center and David M. Player Center for the Arts, browsing the three blocks of local boutiques and restaurants that make Safford's historic downtown unique, discovering the extensive Mills Collection of archeological finds on the Eastern Arizona College campus, and testing out the latest addition to Graham County's Salsa Trail.

Throughout the year, the tight-knit community comes together for traditions like the NatureSweet Salsa Fest & Best Salsa Challenge, Safford Light Parade, Oktoberfest, Cinco De Mayo Parade, Harvest Festival, Merry Main Street and Tree Lighting event, and more.

Area students are served by three school districts — Safford Unified, Thatcher Unified, and Pima Unified — and a handful of private and parochial options. They also benefit from Eastern Arizona College, the state's oldest community college headquartered in Thatcher, and EAC's extension programs from Arizona State University and Northern Arizona University.

The median household income in Safford is \$64,860, and the average home is priced around \$315,000.

# GOVERNANCE & ORGANIZATION

Safford operates under a council-manager form of government, with leadership provided by a seven-member non-partisan City Council. The mayor and six council members are elected at-large for four-year, rotating terms with no term limits. In addition to setting vision and policy for the organization and deciding on legislative matters, they appoint a professional city manager to manage daily operations.

Major projects underway or recently completed include an \$8M park at 8th & Discovery Blvd, a \$1.6M park at El Paso Blvd, a \$10M upgrade to Sanchez Road, a \$5M upgrade to 20th Avenue, \$640K for new airport T-Hangers, and \$5M for CIP project over the next 5 years for all utilities including Electric, Gas, Landfill, Sanitation, Water and Wastewater.

## MAJOR EMPLOYERS

Eastern Arizona College

Mt. Graham Regional  
Medical Center

Freeport McMoran

Federal Corrections Institute-  
Safford

City of Safford



# ABOUT THE DEPARTMENT

The Office of the City Manager serves as the focal point for the executive leadership and direction of the city organization, with staff working closely with the Mayor and City Council to ensure that city programs and operations reflect policy goals and objectives established by the City Council.

The department represents about \$353,500 of the organization's \$82 million annual budget and two of the City's 225 regular, seasonal, and volunteer firefighter employees.



# ABOUT THE POSITION

The Assistant City Manager position is a newly reclassified position designed to support the development and implementation of key strategic initiatives, projects, and programs. The position's specific areas of responsibility will be primarily driven by the successful candidate's background and experience, with additional opportunities and the flexibility to grow.

Working for the City Manager, the role will provide executive oversight for their assigned municipal departments, including personnel, project, and program development and implementation, contract management, financial assessments and modeling, and analysis of local, state, and regional legislative policy issues. In addition to providing direct support to the City Manager, the new hire will represent the City and the City Manager to staff, elected officials, and outside agencies; negotiate and resolve sensitive and controversial issues; and actively participate in developing and implementing the City's strategic goals. It will also contribute to developing and administering the organization's annual budget, including forecasting funds needed for staffing, equipment, materials, and supplies.

Other essential responsibilities include:

- ▶ Developing and monitoring the implementation of a Citywide five-year capital improvement program, including reassessing and reprioritizing projects based on an evolving community environment throughout the plan implementation cycle.
- ▶ Developing long-term comprehensive models designed to assess major operating funds' overall financial and operational capacity.
- ▶ Attending City Council meetings and representing the City Manager as needed, including performing their duties during their absence.
- ▶ Promoting an effective, responsive, and value-based organizational culture that strives for excellence and seeks innovative solutions.
- ▶ Maintaining regular contact with and keeping the City Manager apprised of situations and issues.
- ▶ Interacting with boards and commissions, outside governmental agencies and nonprofits, constituent representative groups, and other citizen groups relative to City goals, actions, and activities.
- ▶ Developing and/or assisting in implementing new programs or enhancements to existing programs and recommendations for organizational structure.
- ▶ Actively taking part in advancing and promoting an organization that is here to support and meet the needs of the customer, both internally and externally.

# OPPORTUNITIES & PRIORITIES

Safford's new Assistant City Manager will work with the City Manager and executive leadership team to develop goals with measurable outcomes to support the City Council's strategic objectives and future focus areas. Other opportunities and challenges in the years ahead will include:

- ▶ *Organizational Identity & Branding* — This position will be a key contributor in developing a mission statement, vision, and values that support the city-wide strategic goals and focus areas of the City Council and shape the future of Safford. Implementing training programs and branding the culture for both the organization and the community will be important for progressive organizational change.
- ▶ *Project Management* — The new Assistant City Manager will be responsible for executing projects focused on achieving measurable and impactful results within established timelines and budgets. The successful candidate will oversee critical capital improvement projects and be expected to make recommendations, including reassessment and reprioritization of projects based on evolving community needs.
- ▶ *Innovation & Efficiency* — The successful candidate will foster a culture of innovation by bringing fresh ideas, technologies, and processes to enhance city operations and services. This includes the examination of interdepartmental workflows that increase efficiency and accuracy as well as the identification of workload metrics to support data driven decision making.
- ▶ *Expansion of Parks & Recreation Amenities* — Evaluating the needs and desires of the community, coupled with the budget, the new hire will make recommendations and oversee projects to increase amenities and programs in the Parks and Recreation area that promote quality of life for Safford residents.
- ▶ *Economic Development & Tourism* — The new hire will work collaboratively to seek opportunities for measured economic development initiatives and tourism promotion to grow revenue sources.
- ▶ *Intergovernmental Relations* — The ideal candidate will develop intergovernmental relationships that enhance Safford's ability to develop a legislative agenda at the State level.
- ▶ *Community Engagement* — Seeking opportunities to enhance public information and outreach programs through the use of traditional media, social media and the City's website is an essential element to improving communication with the Safford community.





## IDEAL CANDIDATE

The new Assistant City Manager will thrive in an organization that is forward thinking and innovative. Facilitating measured change as needed with a keen understanding of balancing the organization's resources with the community needs will be a vital skillset of the new manager.

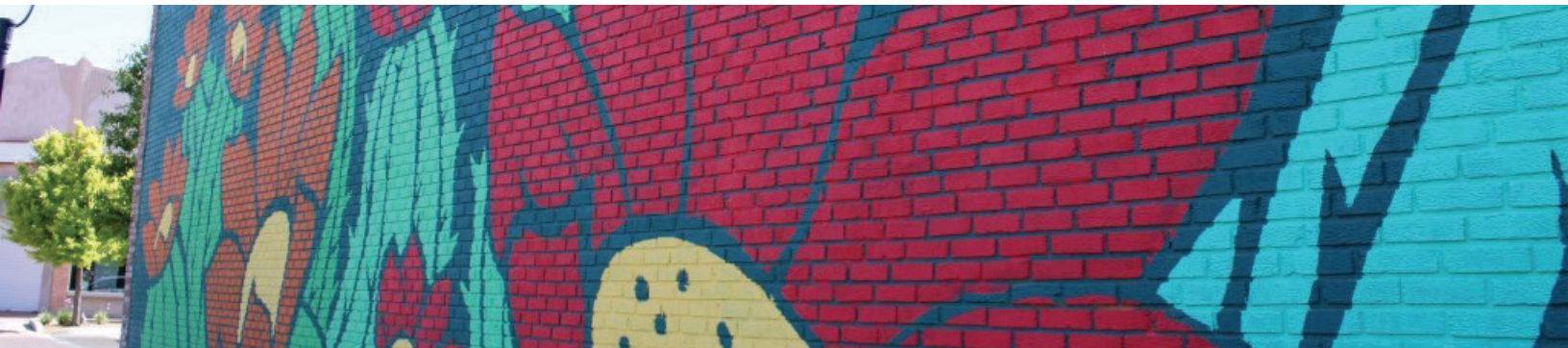
As a member of the Executive Leadership team, the successful candidate will be a visionary leader with a proven track record of strategic problem-solving and innovative thinking. The successful candidate will excel in a fast-paced work environment with an eye toward identifying opportunities to improve efficiency.

The ideal candidate will be adept at building strong relationships with internal and external stakeholders through collaborative and effective communication and candor. The Safford team seeks a leader with the ability to listen and evaluate all options while evaluating an issue, offering independent ideas and the fortitude to make the decision and see to its implementation.

Proven project management skills will be second nature to the new Assistant City Manager with the ability to coordinate, oversee and complete key initiatives and capital improvement projects that contribute to the growth and development of Safford and contribute to the City's sustainable growth.

The new Assistant City Manager will create and maintain a culture of professionalism and pride of ownership within the organization, and keep open communication with all City departments and staff. They will take a hands-on approach to inspire their team and seek opportunities to develop and mentor staff.

The chosen candidate will take delight in the rural community of Safford and embody a genuine passion for public service with the desire to enhance the quality of life for residents and contribute to the city's sustainability and overall well-being.



# EDUCATION & EXPERIENCE

This position requires a bachelor's degree from an accredited college or university in business, public administration, or a related field, with a master's degree preferred. Candidates should also have five years of increasingly responsible professional experience in full-service municipal government or public sector organization, including at least three years of administrative or supervisory responsibility at the senior managerial or executive leadership level.

Experience in one or more of the areas of economic development, recreational programming, tourism, legislative policymaking or public information outreach programs is desirable.

The successful candidate will be required to establish residence within the Safford city limits within six months of hire.



# COMPENSATION & BENEFITS

The City of Safford is offering a salary range of \$112,320 to \$166,901 for this position. The organization's comprehensive benefits package includes health, dental, vision, life, and AD&D insurance; eight paid holidays along with sick and vacation leave; education assistance; and a variety of employee discounts. City Hall employees also enjoy a four-day workweek.

Safford participates in the Arizona State Retirement System, featuring a 12.29% employee contribution matched by the City, and offers an optional 457b deferred compensation program.

This position will be eligible for a phone allowance, up to \$5,000 in relocation assistance, a housing incentive of \$10,000 with a three-year service commitment, and two weeks of vacation paid up front.



## APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

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602-206-3536



*The City of Safford, Arizona, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.*

## RESOURCES

**City of Safford**  
[cityofsafford.us](http://cityofsafford.us)

**City Manager's Office**  
[cityofsafford.us/251/City-Manager](http://cityofsafford.us/251/City-Manager)

**Safford Economic Development**  
[saffordeconomy.com](http://saffordeconomy.com)

**Graham Chamber of Commerce**  
[grahamchamber.org](http://grahamchamber.org)

**Safford Tourism**  
[cityofsafford.us/9/Visitors](http://cityofsafford.us/9/Visitors)

[Promotional Video](#)

