

Assistant to the City Manager

Annual Salary Range: \$63,049 - \$ 69,015 Plus Excellent Benefit Package

(appointment generally made at the minimum salary range, depending on qualifications)

Max Salary for this position is \$86,914

Open until filled: First review Monday, May 19, 2014

The City

The City of Maricopa, a community with a “Proud History and a Prosperous Future,” is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona’s 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa’s business base has translated those ties into the agritech, renewable energy and research and development fields.

Maricopa’s housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department



The City of Maricopa has a Council/Manager form of government. Six (6) Council Members are elected for staggered four (4) year terms and the Mayor is elected for a two (2) year term. The City Council appoints the City Manager.

The City Manager’s administration consists of a Police Chief, Fire Chief, Economic Development Director, Development Services Director, Public Works Director, Community Services Director, City Clerk, Finance Director, Human Resources Director, Chief Information Officer, Intergovernmental Affairs Director, and Assistant to the City Manager.

The City has more than two hundred (200) employees in nine (9) departments.

The City Manager’s Weekly Report is posted online every Monday in an effort to boost communication and share City information with the public.

The Position

An employee in this classification provides the City Manager’s Office, and City departments, with communications and public information support while performing staff duties on a broad range of municipal management issues. This position assumes day-to-day operations of all City communications initiatives working to direct and/or support the collection of information, making statistical analyses, studying special administrative problems, and developing improved systems procedures. This position reports directly to the City Manager.

The Ideal Candidate

Minimum Qualifications:

- Applicant must be personable, organized and professional;
- Bachelor’s degree in public administration, business administration, communications, public relations or closely related field;
- Minimum of three (3) years’ experience working in the public sector;
- Demonstrated experience with media functions, operations and content management.

Preferred Qualifications:

- Master’s degree in public administration, business administration, communications, public relations or closely related field;
- Minimum of three (3) years’ local government experience;
- At least one year of supervisory experience in local government;
- Desktop publishing experience with Adobe products ;
- Professional accreditation; such as, but not limited to: International Association of Business Communicators (IABC) and/or Public Relations Society of America (PRSA).

Knowledge of:

- Research methods and techniques; methods of reports preparation and presentation;
- Principles of customer service and public relations in governmental settings;
- Operation of personal computer including job-related software applications;
- Principles, methods and practices of municipal operations;
- Current principles, techniques and objectives of public information, communication and public relations programs;
- Council - Manager form of government and the role of supporting identified priorities;
- Media tactics, including interview techniques and preparation;
- Professional applications of research and writing skills.

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS ****

Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits. Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Application Procedure

Filing Information: This recruitment will close at **5:00 p.m.** on the deadline date. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [click here to apply](#). You will only be able to upload one (1) document.

Please combine the following information into **one (1)** document:

- **Cover Letter**
- **Resume detailing work and school history for the past seven (7) years**
- **Four (4) work related references (please include email addresses)**
- **Salary history for the past seven (7) years**

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made.

We do not require a City of Maricopa application to be completed until you have been selected for an interview.

A response is sent via e-mail to let you know your resume, cover letter and references have been received. Please ensure that you have received the confirmation email, the City of Maricopa will not be held accountable if your information has not been received by the closing date. You will be contacted if you are selected for an interview. We are not able to respond to follow-up e-mails or phone calls.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

