



## Town of Oro Valley Classification Description

Title: **TOWN MANAGER**  
Job Code: 1010  
FLSA Status: Exempt

Department: Town Manager  
Salary Grade: 135

### **POSITION SUMMARY:**

Under direction of the Mayor & Council, directs the provision of Town services to citizens of Oro Valley through implementation of adopted policies of the Mayor and Town Council in order to protect the public's health, safety, and welfare.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Develops, administers, and implements public policy set forth by the Mayor and Town Council.
- B. Provides oversight and assists departmental Directors in the analysis and resolution of problems and the development of service delivery strategies and policies.
- C. Prepares the formal performance evaluation of assigned department staff.
- D. Formulates and balances Town and department operating budgets to maximize financial and human resources.
- E. Reviews financial documents and reports and approves purchases, payments, and requests for sensitive expenditures including travel, training, and professional development.
- F. Reviews budget projections, financial analysis, and departmental operating budgets.
- G. Prepares balanced annual budget for Town Council review and adoption.
- H. Attends meetings regarding existing local issues as well as regional matters.
- I. Interviews, hires, and terminates key Town employees and resolves other Human Resources issues.
- J. Responds to citizen complaints.
- K. Communicates with outside agencies, private industries, and Federal & State representatives for governmental operations.
- L. Prepares and disseminates Town information to the public.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town and Department policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of strategic planning and budgeting principles.
- Knowledge of personal computer hardware and software.

- Skill in interpreting and applying relevant State and Federal statutes, and Town ordinances, codes, rules, and regulations.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in working within deadlines to complete projects and demands.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A Master's degree in Business Management, Public Administration or related field.
- Five (5) years' experience as a Department Head, Division Manager, and/or Assistant/Deputy City Manager; **OR** an equivalent combination of education and experience.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is primarily performed in an indoor environment, however, may also include site visits.
- Work also includes driving in local traffic to regional meetings and/or travel to conferences, seminars, or meetings.