



<b>Job Title:</b>	Town Manager	<b>Salary Range:</b>	\$75,000 to \$94,000 Annually DOQ, DOE; FLSA Exempt
<b>Recruitment Dates:</b>	<i>Open until filled</i>		

**TOWN OF GILA BEND, AZ**  
**Population 2,000**

*The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

The Town of Gila Bend, a small outlying community in Maricopa County is seeking an experienced hands-on Town Manager. This position receives policy direction from the Town Council in planning, organizing and directing the overall administrative activities and operations of the Town; advises and assists the Town Council; represents the Town’s interest with other levels and agencies of government, business interests and the community at large; and exercises direct supervision over management, professional and clerical staff.

This is the Town’s top appointed position directly accountable to the Town Council. The Town Manager is responsible for providing direction to the departments to carry out the mission, goals and work program of the Council. The incumbent performs work that is of the highest complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems. The incumbent has extensive contact with public officials, employees and the general public.

**DESIRABLE EXPERIENCE AND TRAINING:**

Any relevant combination of education and experience that would demonstrate the knowledge, skills, and abilities outlined above is qualifying. A typical way of gaining the knowledge, skills, and abilities is:

Education: A Bachelor’s degree from an accredited college or university with a major in political science, urban planning, business or public administration or closely related field. A Master’s degree is highly desirable as in the above accreditation.

Experience: Ten (10) years of increasingly responsible municipal administrative experience, including significant administrative and personnel management responsibilities, five (5) years of which is at the Town Manager, Assistant Town Manager or Department Head level.

The Town of Gila Bend provides excellent employee benefits, including generous health insurance benefits for the employee and the employee’s eligible dependents.

**Application Procedure**

Please submit the following by mail, e-mail, or fax. :

- (1) Letter of Interest
- (2) Detailed Resume (with Salary History)
- (3) Five (5) Work Related References



## Town Clerk Human Resource

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Questions should be directed to Beverly Turner, Town Clerk.

### **By Fax**

Beverly Turner  
Town of Gila Bend

928-683-6430

### **By Mail**

Beverly Turner  
Town of Gila Bend  
644 West Pima  
Gila Bend, AZ 85337

### **By E-mail**

Beverly Turner  
Town of Gila Bend

[bturner@gilabendaz.org](mailto:bturner@gilabendaz.org)

**A full job description is available upon request.**