

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of human resource administration.
- Principles and practices of leadership.
- Town codes and Personnel manual.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Excellent oral and written communication skills.
- Strong managerial and supervisory skills.
- Ability to coordinate long and short range plans and to make recommendations on matters of policy.
- Ability to provide administrative and professional leadership and direction for the Community Services Division.
- Ability to establish and maintain effective working relationships with all customers, including Town officials, staff, community groups, the general public and media representatives
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Frequently required to sit, stand, walk, talk, and hear. Specific vision ability required for this job include distance and close vision. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	4/2017			24	Exempt	
	7/2019			27	Exempt	

APPROVED: Human Resources

DATE: 08/21/2019