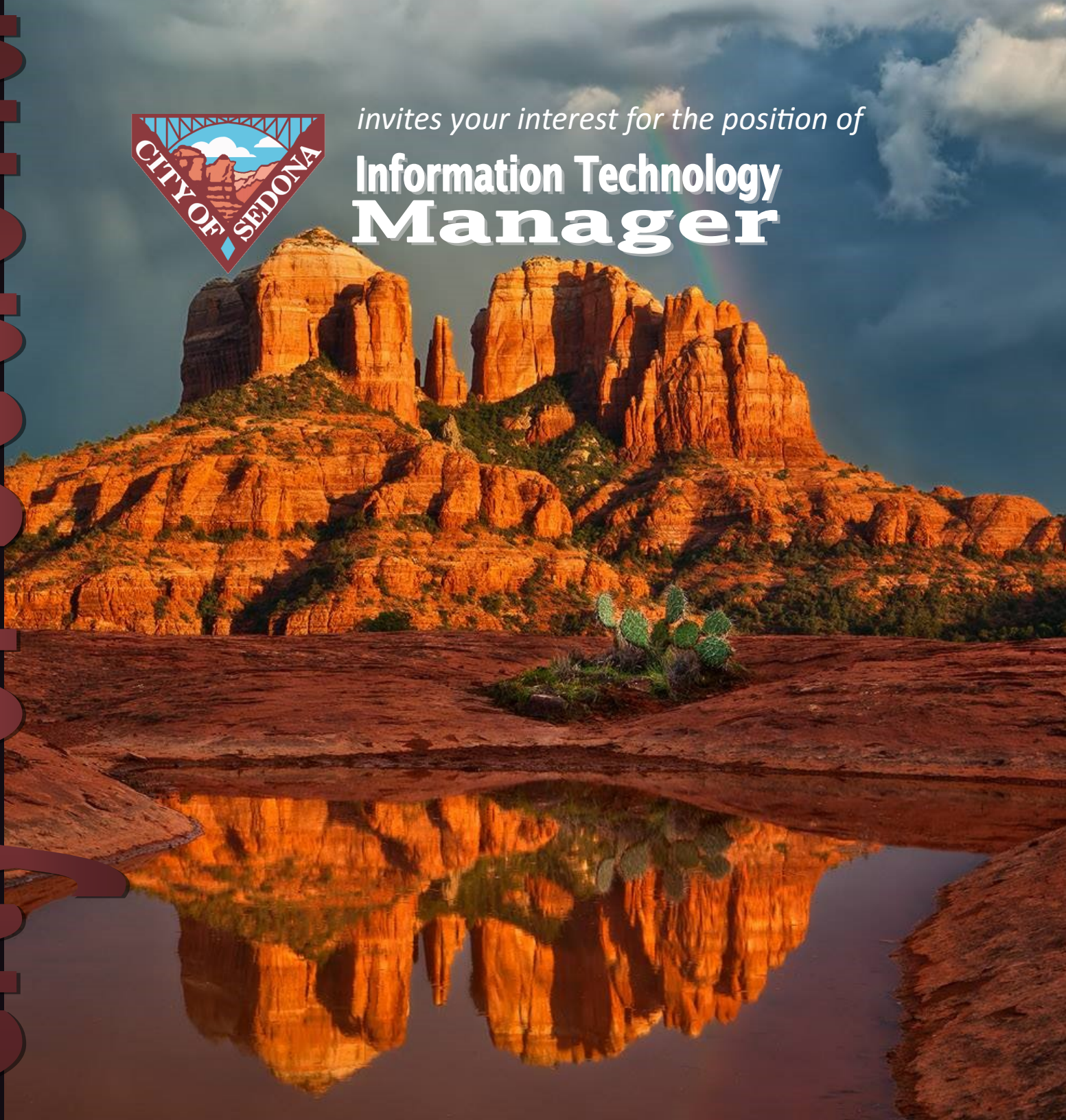




invites your interest for the position of

Information Technology Manager

City of Sedona



THE POSITION

The Information Technology Manager is a key member of the City Manager's Executive Team, collaborating closely with the department directors and other management staff. The IT Manager is expected to provide the technology vision, leadership and guidance to the entire organization. The IT Manager will lead efforts to bring technology solutions to increased community engagement initiatives.



The IT Manager ensures the effective operation of the City's IT systems and infrastructure including the ability to manage and direct the division, guide information systems budgeting and forecasting as well as assessing and defining user needs to determine hardware and software requirements. The IT Manager must possess exceptional leadership qualities including the ability to collaborate with others, lead by example, make sound decisions, find creative solutions to issues, achieve results, and foster a positive work environment.

Progressive and strategic leadership, strong management skills, and exceptional communication ability are essential for this position. The manager should have experience managing a diverse group of IT professionals in the areas of network management and security, virtualization, VOIP, customer support, application and database development, and GIS. The City uses a performance/program budgeting method and the IT Manager will utilize performance metrics to demonstrate results.

EDUCATION AND EXPERIENCE

This position requires a background of education and experience equivalent to graduation from a four-year college with major course work in information systems, computer science, information technology, business or public administration or a related field and five years of increasingly responsible management level experience in information technology analysis, planning, development and implementation. At least two years of this must have been in a position including responsibility for departmental management, administrative control, and supervision.

PERSONALITY AND MANAGEMENT STYLE

The ideal candidate will have exceptional management, interpersonal, and communication skills, with a hands-on and proactive approach to addressing a broad range of information technology challenges and opportunities. The successful candidate will be a strategic and innovative thinker with a keen understanding of information technology best practices.

Key attributes include:

- Ability to balance City-wide infrastructure and technology needs with the individual department requirements
- Excellent customer service
- High degree of integrity
- Ability to hold self and others accountable for the success of the department and the organization
- Willingness to provide hands-on support to the department
- Proficient communicator who can quickly cultivate and maintain trust and confidence with a variety of City staff
- Ability to present complex information and subject matter in a format that is concise and understandable

UNIQUE OPPORTUNITY

The red rock community of Sedona is widely considered one of the most beautiful places in the world. The steadily growing and dynamic community of Sedona seeks an experienced, collaborative, service oriented professional to serve as the IT Manager. The ideal candidate should be an effective mentor and leader and have a track record of setting a positive example of competence, professionalism, trust, innovation, and exemplary customer service

This position affords a seasoned professional the chance to join the City's executive leadership team with a focus on helping shape the best possible future for the citizens of one of Arizona's most premiere and beautiful cities.

THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, viticulture and art centers locations.

Its history is that of a rural community with such a beauty that Sedona became known through the motion picture industry through many classic films, commercials, and television shows.



Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air.

The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis.



*The City of Sedona is the
8th safest city in the state of Arizona.*

— FBI Crime Reports

The City is almost nineteen square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.

Sedona has something for everyone: world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries. The beauty and climate of the area (now encouraging a new and growing viticulture industry) makes sightseeing and hiking, golf, tennis, horseback riding, and off-roading year-round activities.

Sedona also enjoys an engaged community, with many residents volunteering their time in a variety of ways. During holidays, weekends, or special events, the City often experiences high traffic due to visiting tourists.

THE ORGANIZATION

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, overseeing administration of the City, and maintaining inter-governmental relationships.



Sedona currently has a staff of 125 full-time equivalent employees

and the 2017 total budget is approximately \$38 million. City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water).

The City has no property tax and relies primarily on sales and lodging tax revenues to support its operations. The City has a strong financial condition and excellent reserves.

The 2017 budget reflects a commitment to maintaining core services and a continuing mindset of identifying cost-saving efficiencies and adding resources only in the most critical areas.



CULTURE

Numerous cultural events are hosted annually in the Sedona area. These events are varied and have something for everyone.

- The Great Sedona Chili Cook-off
- Fiesta del Tlaquepaque
- Sedona Mountain Bike Festival
- Sedona Yoga Festival
- International Film Festival
- National Day of the Cowboy
- Red Rocks Oktoberfest
- Sedona WineFest
- Sedona Marathon Event
- Winter Music Festival
- Celebration of Spring
- Sedona Arts Festival



The perfect destination should seem exotic yet feel like coming home. That is the very definition of Sedona, a small town blessed with an abundance of scenic beauty.

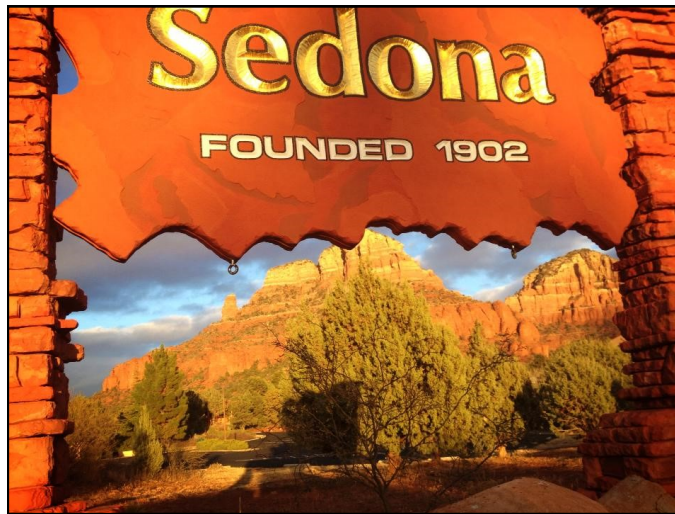
Come experience it for yourself.

COMPENSATION AND BENEFITS

The annual salary range for the Information Technology Manager is \$69,000.00 to \$99,000.00. Appointment in the range will be made depending upon qualifications.

The City also offers an attractive benefits package, which includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- City provided short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rate
- Eleven paid holidays
- Deferred compensation – Optional IRS 457 plans
- Wellness programs
- Relocation assistance
- Three-day weekends - 4/10 schedule



APPLICATION AND SELECTION

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references and current salary by March 13, 2017.

Your résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials electronically as one file to

HumanResources@SedonaAZ.gov.

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

Deadline to Apply: Monday, March 13, 2017

Preliminary interviews: Week of March 27, 2017

Please be mindful of the timeframe established above. Although it may be subject to change, it would be wise to plan availability around these dates.

Tel: 928-203-5189 • **Fax:** 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov

