



invites your
interest
in the
position of

PARKS & RECREATION MANAGER

Closing Date: March 26, 2023

THE CITY OF SEDONA

Ready to join an energetic team where you can pioneer your ideas and bring innovation and creativity to the beautiful community of Sedona?

Our fun, hardworking, and vibrant organization is staffed with highly motivated individuals who diligently work to improve the lives of our residents and the visitors through local government.

The City of Sedona team works cohesively to tackle issues, preserve our small-town charm, and provide an atmosphere that encourages a positive work-life balance.

We are committed to an engaging, progressive learning environment that encourages staff mentorship and development.

You will work alongside supportive and fun colleagues who are focused on providing the best working environment and experience for our citizens, visitors, City Council members, and employees.

Our Parks and Recreation Department prides itself in being a leader by providing beautiful, well-maintained parks, innovative recreation services, and unique arts and cultural experiences that contribute to the high quality of life in the City.

CANDIDATE PROFILE

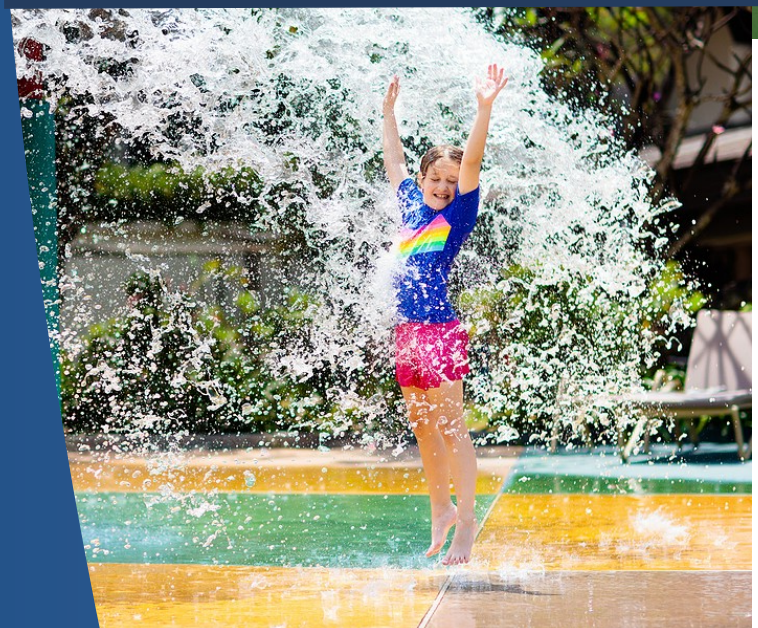
The ideal candidate will be friendly, organized, gregarious, team-oriented, and will focus on making the City of Sedona's Parks and Recreation Department continually successful.

The next Parks and Recreation Manager will be an accomplished leader with superior communication skills and knowledge and experience in the application of contemporary Parks and Recreation practices.

The Manager will be approachable, positive, energetic, and capable of working in a collaborative manner with coworkers, subordinates, citizens, visitors, and City Council members. Additionally, the Manager will provide solid leadership, and have a personality style that is comfortable in a small, vibrant community.

OUR MISSION

It is the mission of the Sedona Parks and Recreation Department to provide diverse year round leisure opportunities through the preservation of open space, park settings, recreational facilities and recreation programs for citizens, visitors and future generations of Sedona.





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, and overseeing administration of the City.

Sedona has a staff of approximately 165 employees and City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Public Works, Sustainability, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City.

EXPERIENCE and EDUCATION

A Bachelor's degree from an accredited university, preferably in Recreation, Public Administration, Marketing, Communications, or related/applicable field of study. A Master's degree in a related/applicable field of study is desirable.

Five years of progressively responsible management experience directly related to the area assigned or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

COMPENSATION

and BENEFITS

The salary range for the Parks and Recreation Manager ranges from \$82,000 to \$118,000 annually.

Salary placement for the top candidate will depend on experience and education.

The City of Sedona offers a competitive benefit package that 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 life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Eleven paid holidays
- Deferred compensation – Optional IRS 457 plans
- Wellness programs
- Relocation assistance
- 4/10 workweek (3-day weekends!)



HOW TO APPLY

To be considered for this exceptional career opportunity, please submit your résumé and cover letter by Sunday, March 26, 2023 through the City's [recruitment website](http://www.SedonaAZ.gov/Jobs).

Your résumé should reflect the size of staff and budgets you have managed.

Click here to submit your resume and other materials online: www.SedonaAZ.gov/Jobs

The City will select candidates to participate in an interview process in Sedona within weeks of the closing date.

Deadline to Apply: Sunday, March 26, 2023

This recruitment is open until filled.

Tel: 928-203-5189

Email: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov/Jobs