

Holbrook, Arizona

Invites
Qualified Candidates
to Apply for
City Manager

ABOUT HOLBROOK

Holbrook with a population of more than 5,000 is the county seat of Navajo County and lies on the banks of the Little Colorado River in northeastern Arizona. Interstate 40/Route 66 bisects Holbrook with three interstate interchanges for easy access to all parts of the community. The Navajo and Hopi Indian Reservations are located immediately north of Holbrook.

A crossing over the Little Colorado River was established in 1876 in what would become Holbrook allowing access for stagecoaches. In 1881 the Atlantic & Pacific Railroad constructed a railhead which led to Holbrook's official founding in 1881. Three years later the Aztec Land and Cattle Company acquired two million acres in the Holbrook area making it one of the largest cattle ranches in the country.

Like many pre-statehood Arizona towns Holbrook has a colorful wild-west history. One of the most notable events was a watering hole gunfight in 1886 so severe that observers said the saloon floor turned into a "Bucket of Blood". The saloon is closed but this event was commemorated by naming the street the saloon was located as the "Bucket of Blood" Street.

Holbrook is the key retail and trade center for northeastern Arizona. Its location adjacent to natural and cultural attractions makes tourism a major economic factor. Holbrook which is the gateway to the Petrified Forest National Park is also near the Painted Desert, Hidden Cove Petroglyph Park, and approximately 180 miles from the Grand Canyon.



Regarding the community's economy, a \$8M three-story La Quinta hotel is currently being constructed in Holbrook. On a less positive note, the Cholla Power Plant near Holbrook is scheduled to close within the next few years which will result in a loss of about 300 jobs to the region.

EDUCATION

Holbrook is served by the Holbrook Unified School District #3. This District covers 1500 square miles and includes one high school with approximately 700 students, a junior high school with approximately 380 students, and three elementary schools with a combined total of approximately 1,020 students. The District also includes a continuation school for those students who for various reasons cannot continue at the main high school campus.

Northland Pioneer College, located in Holbrook, has 4 campuses and 5 centers in Navajo and Apache Counties. This community college has more than 8,000 students and offers an Associate of Arts degree and certificated programs. The college is fully accredited by the North Central Association (NCA) and the Higher Learning Commission (HLC).

LEISURE AND CULTURE

Holbrook contains a wide range of community facilities including a museum, community center, senior center, library, five parks, splash pad, swimming pool, golf course, four softball fields, and three dog parks. The City's outdoor swimming pool attracts those from surrounding communities that do not have an outdoor pool. Also, the Navajo County fairgrounds is located in Holbrook. The community holds many special events celebrating its western heritage including the Hashknife Posse Pony Express Ride, Route 66 Festival, Old West Days Celebration, Petrified Forest Marathon, and Native American & Mexican Folkloric Summer Dancers.

CITY GOVERNMENT

The City of Holbrook which was incorporated in 1917 has been recognized by the International City/County Management Association (ICMA) since 1960 as utilizing the council/manager form of government. The City operates under a City Charter which was approved by the voters in 1994 and revised and approved in 2009. The City Council appoints the City Manager, City Attorney, and City Magistrate. The City Manager and his/her designee appoint all other City employees.

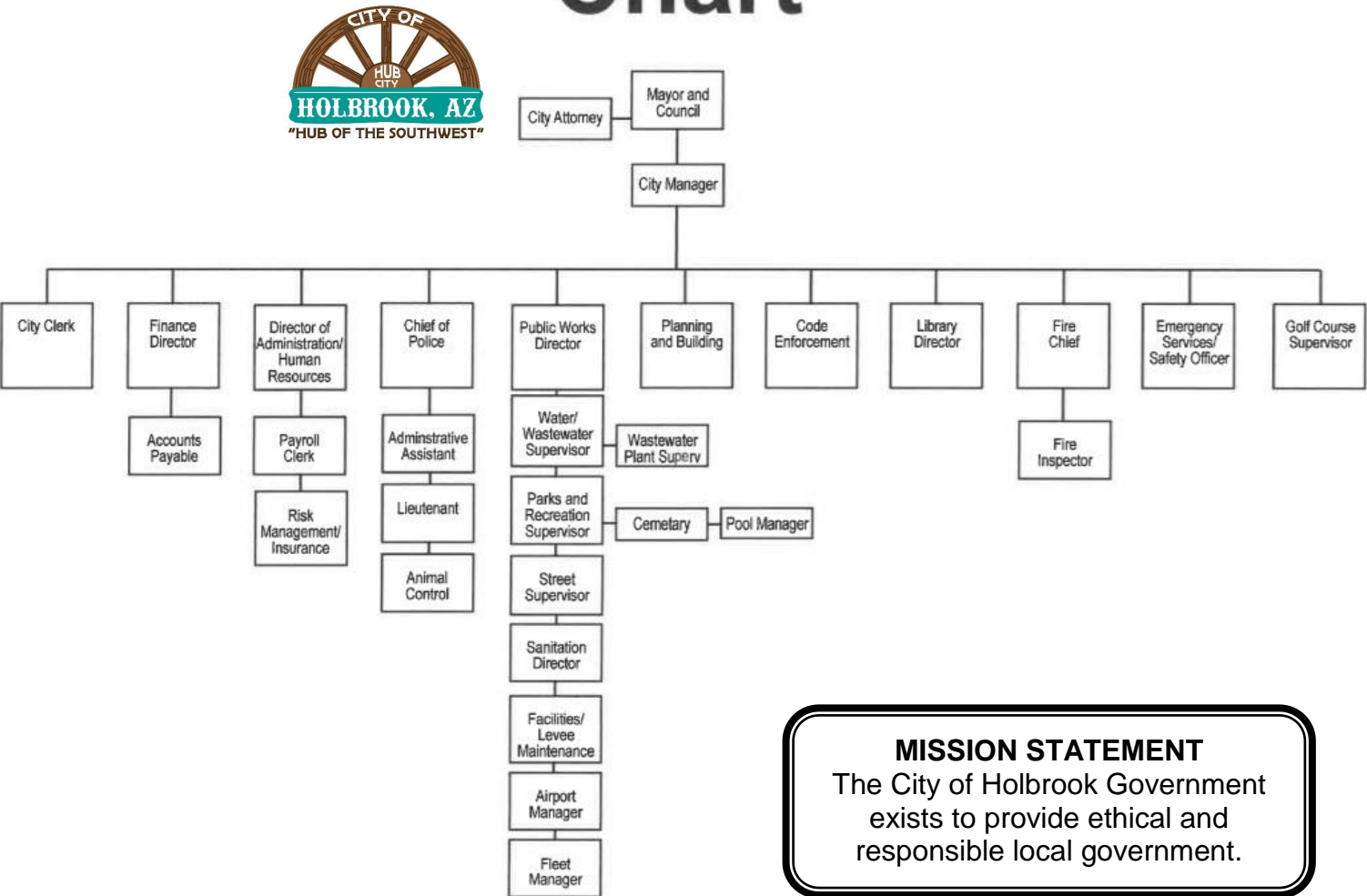
The Holbrook City Council consists of seven members including the Mayor. The six Council Members are elected at-large to four-year overlapping terms. The Mayor is elected at-large for a four-year term. The elections are nonpartisan and there are no term limits.

One Council Member was appointed in June 2018 to fill an unexpired term. Therefore, including the Mayor there will be a total of five seats on the City Council up for election in March 2019.



The City has an annual budget of \$10.3M and 55 FTE's. The City's primary revenue sources are a City sales tax, utility revenues, and state-shared revenues. There is no City property tax. The City which is on a July 1-June 30 fiscal year has a volunteer fire department and operates a general aviation airport. The City does not practice collective bargaining.

City of Holbrook Organization Chart



MISSION STATEMENT

The City of Holbrook Government exists to provide ethical and responsible local government.



ISSUES AND OPPORTUNITIES

The City of Holbrook faces many of the same issues as other small cities. Among those identified as most important by the Council, City staff, and community are shown below.

- Increase opportunities for diverse economic and job growth building on the community's location and access to I-40, railroads, and the airport.
- Promote the renovation and expansion of the Historic Route 66 downtown area for tourism and retail growth as downtown has not yet attained its full economic potential.
- Continue to enhance the City's financial position by examining opportunities for improving the efficiency of City service provision as well as options for improving and diversifying the City's revenue base. In particular the City has a one percent sales tax override approved by Holbrook voters many years ago. This override will expire in three years unless the City develops a plan for its continuation for voter consideration. Also, the City has no city property tax.
- Institute a multi-year Capital Improvements Program (CIP) prioritizing infrastructure improvements and allocating funding resources.
- Continue to develop effective partnerships with other local government entities, nearby Native American tribes, and appropriate federal and state agencies with the goal of enhancing the region's quality-of-life.
- Improve the City's team-building and role definition efforts among City staff and between the City Council and staff.
- Holbrook is blessed with a high groundwater table for water delivery. However, some water rights are currently under legal challenge by a Native American tribe, which needs to be monitored and addressed.
- Enhance the relationship between the City and the Chamber of Commerce and local businesses.
- Improve the community's physical appearance through a thorough and equitable code enforcement program.



JOB REQUIREMENTS

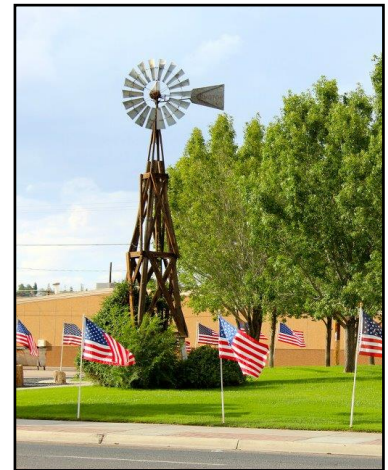
The minimum job requirements are: 1) graduation from an accredited college or university with a bachelor's degree in public or business administration or related field; and 2) five years of local government management experience; or any combination of education, experience, and training equivalent to the minimum job requirements as determined by the City.



DESIRED PROFESSIONAL EXPERIENCE, SKILLS, AND PERSONAL ATTRIBUTES

The following are the desired professional and personal attributes for Holbrook's next City Manager:

- Problem solver who develops innovative and practical policy options;
- Able to balance tradition with new ideas;
- Possesses effective marketing skills;
- Positive economic development/redevelopment track-record;
- Excellent human relations skills with an ability to relate to and communicate effectively with all stakeholders;
- Action-oriented;
- Good communicator who provides complete, accurate, and objective information;
- Public relations savvy who fosters transparency with community;
- Small city experience desired;
- Provides professional development and training opportunities for City staff;
- Track-record of building positive employee morale;
- Maintains professional demeanor and open-mindedness toward divergent views;
- Demonstrates sensitivity to community's diversity;
- Financial acumen with success in attaining grants;
- Experience dealing with western water issues a plus;
- Motivator and organizer of City staff talent and community resources; and
- General aviation airport experience a plus.



COMPENSATION

The compensation for the City Manager is open based on qualifications. The City presently pays 90 percent of the medical, dental, and vision insurance premiums for the employee and family. The City of Holbrook participates in the Arizona State Retirement System with the employee currently paying 11.8 percent of salary into the plan. Deferred compensation options are available for the employee.

The City will reimburse the selected City Manager for all reasonable and customary moving expenses. The City Manager is required by Charter to live in Holbrook.

APPLICATION PROCESS

The position will remain open until filled with the first review of resumes occurring on October 12, 2018. To be considered for this position, please send your resume and cover letter with current (or most recent) salary to johnn51@msn.com. For additional information about this job, please contact:

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