

# TOWN OF QUEEN CREEK ARIZONA



The Town of Queen Creek  
is now offering an outstanding career opportunity for  
**Development Services Director**

First review of cover letters and resumés no later than:

**August 23, 2012**



# TOWN OF QUEEN CREEK

Queen Creek is one of the best-kept secrets in Arizona. Exceptional climate, natural recreational riches and a relaxed, rural lifestyle combine to fulfill the dreams and visions of those who relocate to one of America's best small towns. Located primarily in the southeast corner of Maricopa County with some overlap into Pinal County, the Town incorporated in 1989 to preserve the benefits of rural life while providing an avenue to manage change and its explosive growth. The Town is approximately 27 square miles (23 in Maricopa County, 4 in Pinal County).

Residents of Queen Creek enjoy the benefits of small-town living close to a metropolitan area: low crime rates, easy commuting to and from metro Phoenix, excellent air quality and a variety of recreational activities, all elements of a low-stress lifestyle. Queen Creek is a "first name" community, where a person behind the counter isn't an uncaring stranger, but someone who will know you by name.

The Town attracts thousands of visitors each year for its u-pick fruit and vegetable crops and seasonal festivals. Spectacular views include the San Tan Mountains and the Superstition Mountains. As development occurs and funding allows, Queen Creek is acquiring and developing two major washes crossing the community as the foundation of a parks and trail system. Historical sites include the Old Main school building and the ruins of a Butterfield Stage stop.

## EDUCATION

The Town of Queen Creek is served by several school districts including: the Queen Creek Unified School District, which includes four elementary schools, a middle school and a high school; Chandler Unified School District; Higley Unified School District; Coolidge Unified School District; and several charter schools.

A partnership of six post-secondary educational institutions comprises a campus environment on the Phoenix-Mesa Gateway Airport grounds, located just north of Town. Together, Arizona State University, Chandler-Gilbert Community College, Mesa Community College and Embry-Riddle Aeronautical University offer aerospace, aviation business and flight training courses, as well as engineering and semiconductor manufacturing technology, agribusiness, fire science, mortuary science and general studies. Additionally, scheduled to be completed by the fall of 2013, the CommUniversity @ Queen Creek is a higher education center planned and organized by Rio Salado College in partnership with the Town of Queen Creek, Maricopa Community College District and other higher education institutions.

## HOUSING

Although somewhat slowed by the recession, Queen Creek continues to experience growth in housing as evidenced by the number of building permits issued. It is expected that a total of 125+ new single-family homes permits will be issued for the 2011-12 fiscal year.

## GROWTH AND AMENITIES

The Town has adopted a variety of award-winning plans to guide and manage growth as well as a state-of-the-art Zoning Ordinance that implements the goals of the General Plan. In addition to agricultural preservation and low residential densities, Queen Creek plans to identify new parks and recreation facilities featuring an extensive parks and trails system centered around the Town's two major wash systems, expansion of recreational facilities and development of the downtown area. One of the recently opened parks, Horseshoe Park and Equestrian Centre, includes 33 acres with an equestrian center, lighted arenas, stalls, pens and chutes.

Completed in November 2008, the Queen Creek Library, a partnership between the Town and Maricopa County Library District, was the first

municipal building in Queen Creek to be designed and constructed with green building features, resulting in LEED Gold certified by the U.S. Green Building Council.

## TRANSPORTATION

Major transportation access is available via roads, rail and air. The Loop 202, which connects to US 60 and Interstates 10, 17 and Loop 101, is only three miles away. These roadways provide easy access to surrounding communities, states and Mexico. Two airports serve the Queen Creek area: Phoenix Sky Harbor International Airport provides national and international flights with major carriers and commuter airlines; Phoenix Mesa Gateway Airport borders the Town of Queen Creek on the north, with two passenger service airlines, aviation technology and repair firms, and commuter air service. A major Union Pacific rail line crosses the Town of Queen Creek and is accessible to commercial and industrial sites.

## ECONOMIC DEVELOPMENT

The Town seeks to enhance opportunities and experiences for residents and visitors by promoting unique business opportunities that create a strong employment base. Targeted industries include retail, high-tech support, tourism, agriculture/agribusiness and construction materials. Several major developments have recently completed construction and include large retail stores and an array of dining venues. The Town's Horseshoe Park & Equestrian Centre attracts tens of thousands of visitors each year and provides a major economic engine to the community. The Town has also established partnerships with several large, agritainment-based businesses within its borders, offering flexibility in marketing the community as a tourist-friendly destination.

## TOWN GOVERNMENT

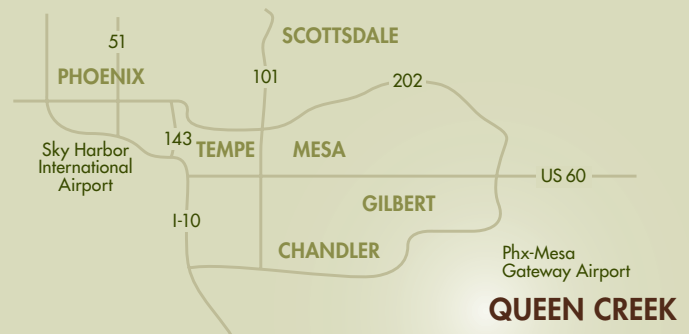
Queen Creek operates under the council-manager form of government. The seven-member Town Council is elected at-large on a nonpartisan ballot. The Mayor is elected every four years. Town Council members are elected to staggered terms, with three members elected every two years. Council members are responsible for providing executive leadership, setting public policy, and making planning and development decisions. The Town Council appoints the Town Manager to implement policy and direct daily operations of several departments including Economic Development, Fire, Utilities, Development Services, Management Services, and Workforce and Technology. The Maricopa County Sheriff's Office (MCSO) serves as the police department for the community, providing professional law enforcement services to the Town on an annual, contractual basis.

## MISSION STATEMENT

**It is the mission of the Town of Queen Creek to provide a framework for a high quality of life, promote a strong sense of community and provide responsive public services in a caring, ethical, innovative and accountable manner.**

## METROPOLITAN AREA

Positioned as a center of influence in the southeast Phoenix valley, with a strategic location, land available for development and a young, highly educated workforce, the Town of Queen Creek offers limitless opportunities.





## THE OPPORTUNITY

An outstanding opportunity is currently being made available for an experienced professional to assist the Town Manager in providing leadership in planning, organizing and directing the activities of the Development Services Department. The Development Services Department is the Town's largest department, with an operating budget of approximately \$5 million, including more than 50 employees in the following divisions: *Public Works (Municipal Grounds, Parks, Trails, Fleet & Facilities, Streets, Sanitation and Environmental Services), Community Development (Building Safety, Neighborhood Preservation), Planning and Engineering.*

This at-will position is a key member of the Town Manager's dynamic management team, and the selected candidate will participate in strategic planning and budgeting; facilitate the development and implementation of policy proposals; conduct department diagnosis; represent the Town with elected officials, other jurisdictions, citizen advisory boards and public forums; respond to constituents; and evaluate performance of the department.

## THE POSITION

### MINIMUM QUALIFICATIONS

**Education:** Requires a Bachelor's Degree in public administration, engineering, planning or a related field. An advanced degree is highly desirable. Certification as an AICP, Professional Engineer, Building Official, or related is a plus, but not required.

**Experience:** The position requires a minimum of seven years of directly related management and supervisory experience in any of the following areas: engineering, planning, community development, building and plan review, public works, parks and trails facilities management, transportation, or a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Although it is not necessary to have experience in all areas assigned, the Development Services Director must have achieved a demonstrated level of success in a related area of development services. Preference will be given to those candidates with community development/planning or general management experience in high-growth communities.

**The Ideal Candidate:** In addition to the minimum qualifications, the Town seeks a candidate with excellent management skills, and an in-depth knowledge of related development services and community operations and programs. The successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities:

- Possesses strong, innovative and visionary leadership and management skills in support of the Town's commitment to the community;
- Possesses political awareness of sensitive projects, programs and services that involve the Town Council and Manager's Office;

- The ability to manage a diverse group of employees through demonstrated use of excellent interpersonal skills, and understands the effectiveness of positive employee relations. Demonstrates the ability to be a consensus builder who not only respects the individual, but collaborates as a team;
- Possesses a strong customer service philosophy that transcends all levels of the organization, both internally and externally;
- Exhibits the ability to lead staff in identifying, improving and/or delivering community operations that are appropriate for the Town;
- Demonstrated history of working with a community to develop consensus on community projects and programs, including working with boards and commissions, developers, community organizations, neighborhood associations and agency officials;
- Demonstrated a successful management philosophy that is customer service oriented.

**Essential Duties:** The Development Services Director works closely with the other Town departments, but especially with Utilities and Economic Development. It will be important for the candidate to have some working knowledge of these areas. Other essential duties include:

- Provide administrative direction, leadership, and policy guidance to assigned divisions; coordinate the efforts of related activities of the assigned divisions toward the achievement of Town objectives, goals, and priorities;
- Serve on the management team; advise the Town Manager and Assistant Town Manager/Chief Financial Officer in the determination of department needs; prepare and present programs for approval to the Town Manager and Town Council; participate in the development of the Town strategic plan;



- *Guide and assist assigned division management staff; provide coaching, counseling and assistance on professional responsibilities and technical skills; prioritize and assign tasks; develop staff skills and conduct performance evaluations; discipline as necessary;*
- *Direct the completion of special planning and research projects; conduct comprehensive analyses of a wide range of Town policies involving areas of assignment; prepare and present staff reports to Town Manager and Town Council on a wide variety of administrative or management policies;*
- *Represent the Department in various meetings; coordinate activities with other departments, outside agencies and related organizations;*
- *Manage the preparation of the department's annual operating and capital budgets, complete staffing and workload analysis, identify new funding resources and make related budgetary recommendations to the Town Manager.*

## COMPENSATION AND BENEFITS

The starting salary for the Development Services Director will be market competitive, depending on experience and qualifications of the candidate selected. The employee will have an opportunity to receive an employment agreement with negotiated compensation and benefits as outlined below.

**Compensation:** The expected starting salary will be in the range of \$100,000-125,000, although the full range for the position is up to \$132,693.

**Start Date:** It is the Town's hope that the selected candidate will start in October 2012 or sooner.

**Vacation, Sick and Holiday Leave:** Vacation and sick leaves are each initially accrued at 96 hours annually. The Town provides for 10 holidays and one floating holiday each year. Additional vacation time is negotiable through the employment agreement.

**Workweek:** Town offices are currently open Monday–Thursday, 7 a.m. to 6 p.m. The position will require hours above and beyond the minimum hours per designated work week and the employee may be required to not only work during normal office hours, but also spend time outside these hours to attend events, board meetings, and Council meetings. After hours availability may be required.

**Health, Dental and Vision Coverage:** Employee health, dental and vision insurance premiums are covered by the Town at 90%, with supplemented dependent coverage at 60%. Optional dependent supplement life insurance, pre-tax unreimbursed medical and dependent care flexible spending accounts are also available. Eligible employees that “opt-out” of the Town's health insurance receive \$100/month.

**Retirement Plan:** The Town currently participates in the Arizona State Retirement System (ASRS) and the employee will be automatically covered. A voluntary 457 Deferred Compensation Plan is also available.

**Other Benefits:** The Town provides commuter insurance, worker's compensation insurance, employee assistance program, and generous training opportunities.

**Background Checks:** All potential employees are subject to fingerprinting and background, criminal, work reference and education checks. Certain positions may require that candidates produce evidence of licenses, certifications or educational attainment. All current employees are subject to reasonable suspicion testing.

## TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until the candidate is considered a finalist and mutual interest of both parties has been established. To be considered for this exciting opportunity, e-mail your compelling cover letter and comprehensive resume to:

**Paul Wenbert**  
Western Regional Manager, Slavin Management Consultants  
[pwconsulting@cox.net](mailto:pwconsulting@cox.net)

First review of cover letters and resumes will occur as received. The position may close at any time. First review will take place on August 23, 2012.

For more information about the Town of Queen Creek, please visit **[www.QueenCreek.org](http://www.QueenCreek.org)**.

Any questions regarding the Development Services Director position must be directed to Paul Wenbert at 480-664-2676 or [pwconsulting@cox.net](mailto:pwconsulting@cox.net).

The Town of Queen Creek is a drug and alcohol free workplace, mature worker friendly, equal opportunity/reasonable accommodation employer.