

# Cave Creek • Arizona Town Manager



*Our mission is to support the community by effectively managing public services and fostering our unique southwestern ways of life.*



Recruitment Services Provided by  
**Ralph Andersen & Associates**

*A statewide search seeking a new Town Manager for the Town of Cave Creek, Arizona is currently underway due to the retirement of the current Town Manager. Interested and qualified candidates are encouraged to explore this opportunity and consider joining an organization that values a management style based on key performance indicators combined with a strong commitment to the values embodied in this unique Southwestern community.*

*The new Town Manager will work collaboratively to lead and manage day-to-day operations and at the same time, guide the policymakers in finding common ground to preserve and protect the rural equestrian lifestyle, history, arts, outdoor recreation, and dark-sky culture embraced by its residents, among many other attributes.*

## Values

- ◆ Objective Analysis
- ◆ Creativity
- ◆ Teamwork
- ◆ Productivity
- ◆ Respect Professionalism
- ◆ Fiscal & Environmental Stewardship
- ◆ Integrity
- ◆ Partnership

**Vision** - Cave Creek is a dynamic, safe, and well-maintained community where growth and preservation are balanced, and public needs and challenges are met.

Photo: Tom McGuire

# Cave Creek Community

Tucked between Phoenix and Scottsdale and nestled in the Desert Foothills at an elevation of 2,553 feet, Cave Creek is a magnet for outdoor adventures, cowboy heritage, and live music. It is known for its frontier lifestyle and commitment to open space preservation. The community highly values its rich history, unique heritage, and strong values which weave a consistent theme for protecting and preserving the exceptional quality of life found in Cave Creek.



*“With a history that includes ancient peoples, gold mining, ranching and dam construction—all of which you can absorb at the most excellent Cave Creek Museum – this scenic town is filled with nods to the cowboy life, wide-open spaces, and fun eateries and watering holes.” Source: [Visit Arizona](#).*



Today, the Town’s population is more than 5,000 people. While the community has grown into a modern town, embodying the values of living in an untouched desert on the western frontier remains at the heart of Cave Creek’s residents. The Town promotes a low density rural residential environment which requires a fine balancing effort to fund the Town’s operations, maintenance and addressing its aging infrastructure, fire protection, and other municipal services particularly with its water and wastewater utility needs. The Town’s budget and reserves are heavily dependent on sales tax revenue.

*Local residents of Cave Creek, known as “Creekers”, are committed to conserving the land and preserving their valued and treasured lifestyle. Dramatic views, trails, open spaces, wildlife habitats and dark skies are the hallmarks of the quality-of-life Cave Creek residents seek and desire to protect. The Town’s year-round weather is another positive factor that is enjoyed by many.*

The Town offers a unique range of recreational and historical attractions ranging from an authentic Western experience to high-end shops and galleries. The Town Core is complete with gem shops, western bars, art stores, restaurants, and even live bull-riding. The Town boasts two crown jewels when it comes to open space: Cave Creek Regional Park and the Spur Cross Conservation Area (totaling 2,720 and 2,200 acres, respectively). Community amenities include hiking, bicycling, horseback riding, and other outdoor activities in this beautiful desert community.

For those with school-age families, the Cave Creek Unified School District is an A+ District offering unique programs at each school from K-12.

For additional information about the Town of Cave Creek, visit: [www.cavecreekaz.gov/](http://www.cavecreekaz.gov/).



## Town Government

The Town Council consists of a Mayor, Vice Mayor, and five members who are all elected at large. Elections are held every two years and there are no term limits. The Council appoints the Town Manager, and in turn, the Town Manager is responsible for the supervision of the day-to-day operations of the Town. Regular Town Council meetings are held in the evening on the 1st and 3rd Mondays of every month with the exception of summer months when meetings are reduced to one per month.

Revenue for Cave Creek is mainly derived from sales tax and state-shared revenue. The Town does not levy a property tax. The Town's Fiscal Year 2023-24 budget is \$56,555,961 with General Fund Operating reserves of \$2,641,815. The total budgeted staff is 49 full-time equivalents. The Cave Creek Fire Department is staffed by Daisy Mountain Fire and Medical personnel. The Town contracts for law enforcement through an Intergovernmental Agreement with the Maricopa County Sheriff's Office managed by the Town Marshal, who provides additional code and law enforcement.

To view the Town's FY 2023-24 Annual Budget click [here](#).

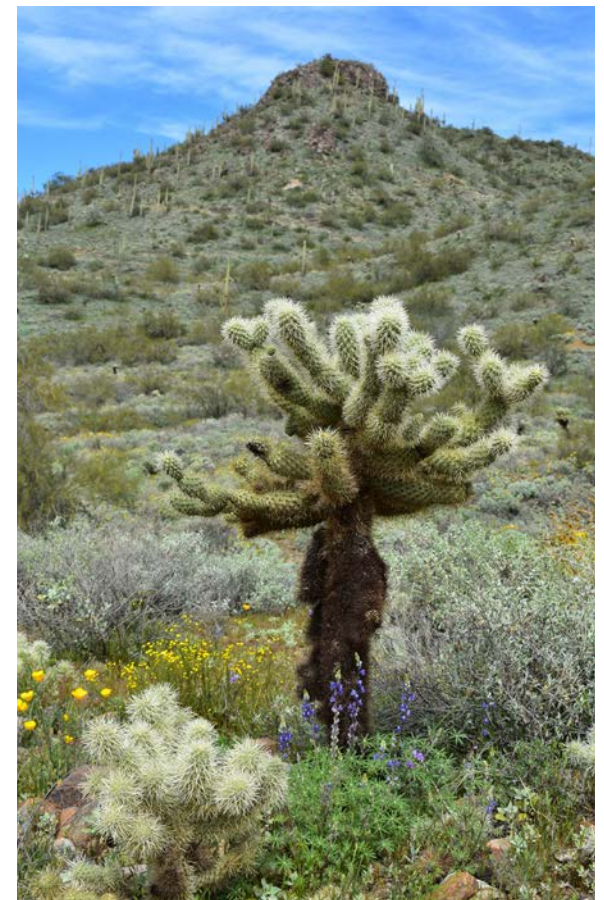


# The Ideal Candidate

The ideal candidate is a strongly committed individual and local government generalist who has a positive record of achievement and a history of building constructive working relationships with both internal and external stakeholders. The ideal candidate will actively solicit solid, innovative ideas from throughout the organization and will have the ability to earn respect and foster measurable solutions to the Town's challenges through continuous improvement and outstanding strategic planning skills. Successful candidates will have a demonstrated track record of effective staff management, communications and community relations, and significant experience working with an elected body. Importantly, candidates should be visionary leaders with demonstrated expertise and knowledge of Arizona Revised State Statutes as they pertain to general law, municipal governance, and water-related matters in Arizona.

The ideal candidate for Cave Creek Town Manager will have personal attributes, qualifications, and experience that achieve the following:

- ◆ A passion for public service and serving the community.
- ◆ A commitment to transparency while working with staff, elected and appointed officials, and community members guided by Best Practices.
- ◆ A visionary, energetic leader who fully engages with stakeholders to build consensus. Commitment to collaboration and engagement among employees and the community, with an approachable and participatory management style.
- ◆ An effective and well-honed ability to carry out the vision of the Town Council that aligns with the Strategic Plan, General Plan, and the Town's policies.
- ◆ The ability and experience defining performance metrics and managing for measurable results.
- ◆ Highly developed financial management, analytical, and budgetary skills.
- ◆ The ability to effectively delegate responsibility while maintaining appropriate levels of operational control.
- ◆ Committed to openness, respect for differences of opinion, organizational development, accountability, and employee growth and development.
- ◆ Personal and professional integrity and ethics of the highest order.
- ◆ Ability to build and maintain a healthy, productive, and positive workplace culture.
- ◆ Ability to work with and communicate effectively and frequently with the internal team as well as all elements of the community in a straightforward and equitable fashion.



# The Ideal Candidate *continued*

- ◆ Outstanding interpersonal skills complemented by strong written and oral presentation skills.
- ◆ A willingness to engage and become part of the fiber of the community by attending events and activities.
- ◆ An understanding of the political process while avoiding personal involvement in political issues.
- ◆ High degree of energy and a positive approach exhibiting initiative, resourcefulness, creativity, confidence and innovative problem-solving as well as the ability to display humility and empathy.
- ◆ Strategic planning experience with ability to implement measurable and achievable goals and objectives.
- ◆ Ability to anticipate problems, to identify alternative courses of action, and to prepare, defend, and support those recommendations. Additionally, the Town Manager will seek out and welcome input from a variety of sources while implementing initiatives.
- ◆ Ability to craft and conduct effective negotiations.

For a comprehensive list of responsibilities click [here](#).


## Qualifications for Consideration / Residency Requirement

**Education:** The successful candidate will hold a Bachelor's degree in a field related to municipal activities. A graduate degree in business or public administration or a related field may be a plus based on overall career experience and communities served.

**Experience:** Significant managerial service in a municipality or an equivalent sized local government organization is sought. Experience may be drawn from the executive level or as an assistant/deputy level or as a department director. Specific experience dealing with key areas such as capital projects (including financial analysis), economic development, utility systems management, public finance, land use, and water rights and water law will be critically important considerations.

**Residency Requirement:** Residency within 15 miles of the Town boundary is required within six months of the appointment or a greater distance as authorized by the Town Council.

The Town Council reserves the right to consider any combination of education, work experience, and training that provides the capacity to execute the essential functions of the position.



*The Town of Cave Creek is an active participant in the Maricopa Association of Governments (“MAG”) and participates in a unique mix of community organizations including the Carefree-Cave Creek Chamber of Commerce, and the Sonoran Arts League. Participation and representation in the region is important to this Town Council and will be a key part of the Town Manager’s responsibilities, particularly when it involves infrastructure, land use, water rights/access, and growth-related issues.*

## Compensation and Benefits

The salary range for this position is \$159,607 to \$239,411. The actual salary offered will be dependent on the qualifications of the successful candidate. A competitive benefits package includes health, dental, vision and life insurance for employee and family, enrollment in the Arizona State Retirement System, deferred compensation plan, generous PTO, 12 paid holidays, and a 4-10 routine work schedule is typical.

The Town will pay reasonable and customary moving expenses.

# To Be Considered

Interested candidates should apply no later than **Monday, November 20, 2023**, by submitting a resume and compelling cover letter to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). This position will remain open until a final selection is made. Candidates are encouraged to apply early in the process for optimal consideration.

Preliminary screening interviews will be conducted by Ralph Andersen & Associates. The first round of interviews with the Town Council will be conducted in-person during late November/early December. Candidates should be aware that designation as a “Finalist” will require public release of a candidate’s name and submitted materials. In the final steps of the process, additional steps will include a tour of the community and introduction to the Leadership Team. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900. Alternatively, a scheduled appointment may be made by emailing [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

The Town Council will work to accommodate a mutually agreeable start date, which is targeted for early 2024. The current Town Manager will coordinate her retirement with the incoming Town Manager’s start date to ensure a smooth transition at the end of 2023 or in early 2024.

***The Town of Cave Creek is an equal opportunity employer. Pursuant to Arizona open records law, an applicant’s resume may be subject to public disclosure.***



[www.cavecreekaz.gov](http://www.cavecreekaz.gov)