

## Overview of Responsibilities

The Town Manager will have an opportunity to focus on key areas such as:

- **Transparency, Trust, and Accountability:** Through day-to-day activities and interactions, the Town Manager will focus on establishing best practices in local government and encouraging an open dialogue with staff, elected officials, and the community to build an organization that values transparency, trust, and accountability.
- **Town Council Engagement:** The Town Manager will effectively engage and communicate with all members of the Town Council in a fair, consistent, and timely manner to effectively carry out Council direction and policies. The Manager will present options for consideration in a balanced “pros and cons” format with thoughtful research in advance.
- **Leadership:** The Town Manager will be an effective leader and administrator who works in tandem with a very talented group of professionals and staff who are inspired to work together for the betterment of the community and the services provided.
- **Fiscal Responsibility and Sustainability:** The Town Manager will continually review and recommend financial strategies that maximize fiscal resources.
- **Community and Economic Development:** The Town Manager will assist the elected body in evaluating selective economic development opportunities, and present comprehensive staff reports to the Town Council who will consider an array of options for consideration and Council direction. Activities need to be in concert with rural community values and in alignment with the General Plan.
- **Tourist Destination:** Focus on strategies to continue to promote Cave Creek as a tourist destination yet keep this in alignment with the community’s values. Supporting tourism without exploiting the town’s character is an intricate balance and widely debated among residents. The need to invest in infrastructure relies heavily on sales tax and is an important part of the Town’s ongoing budget.
- **Community Engagement:** The Town Manager will be expected to be accessible and engaged with the community, and to be open to input on issues. An outgoing “people person” who enjoys and welcomes connecting with residents will do well in this Town.
- **Collaboration and Partnerships:** The Town Manager will serve as an effective and articulate advocate for the Town’s interests in discussions and negotiations with neighboring municipalities and other regional organizations. Additionally, the Town Manager will also be involved with water resources and supply issues (Phoenix Connect Project launches soon, adding to the Town’s existing water supply). Opportunities to acquire and preserve more open space may arise in the future so interaction with property owners, land trusts, and other resources in the region will remain important.