



The City of Casa Grande, Arizona Invites Your Interest In The Recruitment For Our Next City Clerk

***Our current City Clerk is retiring after
19 years of service with the City.***

OUR COMMUNITY

Location & Demographics: Casa Grande is located in central Arizona, about halfway between Phoenix and Tucson at the junction of Interstates 10 and 8. Our population count is 50,111, but we are a trade and employment center for a much larger area population. We are a diverse community that has been able to maintain a small-town feel in the face of rapid growth.

History: When it became too hot to continue work on the Southern Pacific Railroad at the beginning of summer in 1879, a temporary camp was established and a deep-tube well was drilled. The camp was called Terminus ("end of the line"). When work on the railroad restarted with cooler weather, the settlement remained and later became known as Casa Grande after the prehistoric ruins located 20 miles to the north. The community grew through the early 1900's, thanks in part to the railroad, the nearby Native American reservations and agriculture, incorporating into a city in 1915. The community continued to grow and develop with the "Three C's" dominating the economy...cattle, copper and cotton. The closure of the two area copper mining operations in the late 1970's and the corresponding job loss caused local leaders to move toward diversifying the local economy. The formation of the Casa Grande Valley Economic Development Foundation (Access Arizona) was an important step in marketing the community to industry, which resulted in the location of several



manufacturing facilities here. Casa Grande had its share of the Arizona housing boom through the late 2000's.

Economy: Many factors, including our location, have resulted in solid, balanced growth over the past 25 years, with a good mix of residential, industrial and retail development. Over the past decade, we have seen a



significant increase in residential and retail development, and though the housing market and commercial development have cooled in the past few years, the community is well positioned for the future. In spite of our growth, Casa Grande still offers the advantages of a rural lifestyle and yet our proximity to the Phoenix metropolitan area gives us

access to big-city amenities with a short drive. A wide variety of housing products are available and the general quality of life here is outstanding. Local manufacturing facilities include Hexcel Corporation, Frito-Lay, Abbott Nutrition and Daisy Brands. With one of the only rail-served industrial parks in the state mostly undeveloped, Casa Grande is ready for the growth, which will come our way when the economy recovers.

OUR ORGANIZATION: Casa Grande is a charter city, operating under the Council-Manager form of government. Our mayor is directly elected every two years and six council members serve four-year, staggered terms. Casa Grande has a reputation for political stability. During the economic downturn over the past several years, Casa Grande has done as well as any Arizona municipality in maintaining our current levels of service. We have had no employee layoffs or furloughs. Currently the City Clerk is one of eight department heads reporting directly to the City Manager. The 2016/2017 budget for the City (all funds) is \$174 million, with a general fund budget of \$46 million. There are currently approximately 450 employees in the City workforce. Casa Grande enjoys an excellent reputation as a progressive, forward-thinking municipal government and has been recognized for its achievements at the regional, state and national levels.



OUR CITY CLERK DEPARTMENT: The City of Casa Grande City Clerk Department is responsible for preparing and assembling City Council meeting agenda packets, taking Council meeting minutes, coordinating public auctions for the City, administering the City records management program, and coordinating all City elections. The City Clerk provides staff support to the Police and Fire Pension Boards and to the City Arts & Humanities Commission. The department also staffs the City Hall telephone switchboard and mail room services, and passport processing. The department currently has four full-time and two part-time employees. The department's FY 2016/2017 budget totals about \$457,600.

CURRENT DEPARTMENTAL ISSUES: Issues related to growth have been demanding significant attention from the City organization as a whole over the

past decade. The City has taking full advantage of the economic slowdown with significant investment in capital projects (new public safety facility, wastewater treatment plant expansion, additional fire station, and other projects). The new director will benefit from a history of solid departmental management and will be taking over from a director who has guided the department for the past five years. Document retention, archiving and electronic storage has been and will continue to be on the department's "front burner." Passport processing activity has increased to the point where it has become one of the major activities taking place on a day-to-day basis in the department. When someone makes a formal public records request for any City record, the response is coordinated by the City Clerk's office. The volume of requests has increased significantly in recent years and so the processing of these requests has begun to take more and more time of the office staff.

OUR POSITION

There has been significant stability in the City Clerk position. Our current Clerk is retiring after 19 years with the City Clerk's office, five as the City Clerk and her predecessor served in the position for over 19 years. The City Clerk is responsible for a variety of complex management and technical work in planning, organizing, directing and supervising the various operations of the department...City Council meeting agendas and minutes, the City-wide records retention program, City Hall telephone operator and mail room services, City elections and passport processing.

We anticipate applicants will have a Bachelor's Degree in public administration or related field, and at least five years of experience as a City Clerk or Deputy Clerk. A Master's Degree is a plus. Designation as a Certified Municipal Clerk (CMC) and Certified Elections Official is required. The salary range for the position is \$83,528 to \$115,412 per year, plus a monthly \$400 auto allowance. Benefits include retirement, fully paid employee health, life, dental and vision insurance (City contributes 50% of the cost of dependent coverage), 10 paid holidays, paid PTO or vacation and sick leave with sick leave incentive program, along with a fast-paced, exciting and challenging work environment.

HOW TO APPLY: A City of Casa Grande employment application is required. Visit <http://casagrandeaz.gov/dept/hr/job-opportunities/> to complete an online application. Open until filled with first review of applications on November 18, 2016.

The City of Casa Grande provides equal employment opportunities to all qualified individuals and values diversity at all levels of its workforce. Questions concerning this recruitment may be directed to:

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