



City of Phoenix



CITY OF PHOENIX, ARIZONA

Assistant City Manager

This is an outstanding opportunity for an inspiring, visionary and strategic professional who will strive to improve the quality of life in Phoenix through efficient delivery of outstanding public services.

THE CITY

Over 1.6 million people call Phoenix home, where sunshine and opportunities are endless! Commonly known as the “Valley of the Sun”, Phoenix is the 5th largest city in the United States and provides a rich culture and an abundance of attractions for both residents and visitors from museums, nature parks, and restaurants to a vast network of arts, entertainment, sports, recreational and educational amenities.

Phoenix and the surrounding areas are home to several major professional sports teams, including the Arizona Diamondbacks (MLB), Phoenix Suns (NBA), Phoenix Rising and Phoenix Mercury (WNBA), Arizona Cardinals (NFL), and the site for the Spring Training MLB Cactus League. Phoenix also has one of the fastest growing job markets and is emerging in the new economy with strength in advanced manufacturing, aerospace and defense, bioscience & healthcare, computer sciences and entrepreneurial activity. Education continues to be a primary focus as well with high-quality public schools, community colleges and universities.

With its strategic location within hours of multiple leisure destinations, Phoenix offers outstanding weather and a vibrant lifestyle, making it a great place to do business, but an even better place to live.

THE ORGANIZATION

The City of Phoenix is a full-service city with the largest council-manager form of government in the United States, with over 14,000 city employees, including seven employee unions and associations, and a \$7.8 billion annual budget. The Phoenix City Council is comprised of a Mayor and eight Council members. Each council member is elected by the people from a represented council district for a four-year term. The Mayor is elected at-large. The City Manager is appointed by the Mayor and City Council and is responsible for the city's day-to-day management and operations including overseeing more than 30 departments and managing the finances and budget of the City of Phoenix.

The vision for the City is to improve the quality of life through efficient delivery of outstanding public services. The vision statement, “We will make Phoenix a great place to live, work, and visit, by fostering a dynamic and sustainable environment with exceptional public services,” continues to define and stimulate the City's growth and development. The City places a high value on being employee-friendly by striving to be the local market leader for employee compensation and benefits, honoring all cultures and lifestyles, leading the way to be innovative and progressive, and creating a workplace that focuses on customer service excellence both internally and externally to become an “employer of choice”.

BUILDING THE PHOENIX OF TOMORROW

The City Manager has identified the following goals:

Financial Excellence – Achieve financial excellence by ensuring the City Manager's Budget supports the priorities and goals of the City of Phoenix and our community.

Process Improvement and Efficiency – Implement process improvement and efficiency measures throughout the organization including the creation of a new citywide strategic plan.

Community Safety – Enhance Community Safety utilizing a multi-faceted approach that best serves our diverse community.

Homelessness and Affordable Housing – Develop innovative approaches to address homelessness and affordable housing challenges.

Major Events and Economic Development – Host successful major events and pursue other opportunities that highlight the City of Phoenix.

Data Driven – Focus on data-driven, outcome-based services for ongoing and new programs.

Water Resiliency – Develop a comprehensive Water Resiliency strategy.

To learn more, go to:
<https://www.phoenix.gov/>



It is an exciting time to work for the City of Phoenix! For the first time since 2006, a General Obligation (GO) Bond program of \$500 million was approved by Mayor and Council. During a Special Election in November 2023, the voters approved to adopt the GO Bond Program, which will be essential in funding the critical infrastructure and rehabilitation needs of City facilities such as parks, libraries, fire and police stations, affordable housing, streets, and storm drains.

To learn more about the proposed GO Bond Program visit: <https://www.phoenix.gov/bond>

POSITION OVERVIEW

The City of Phoenix is looking for a knowledgeable and collaborative leader to fill the position of Assistant City Manager. This executive-level position, one of two of the City's second-ranking administrative officers after the City Manager, will direct the administrative work relating to a full range of municipal management issues, and may serve as Acting City Manager in the City Manager's absence. Candidates must have a proven track record of experience working directly for medium-to-large full-service public sector agencies with similar complexities and employee represented labor unions.

The new Assistant City Manager will oversee a suite of departments, which will be determined based on the candidate hired in this role. To continue building upon the "Phoenix of Tomorrow", an ideal background that complements the City's vision and key initiatives may include the areas of finance and budget management, public safety, street transportation, infrastructure, utilities and public works.

Under the general supervision of the City Manager and carried out with wide latitude, judgment, and discretion, the Assistant City Manager serves as a vital role on the executive team. This role manages and supervises special projects and oversees complex operational and administrative problems; analyzes findings and prepares reports of practical solutions for review; provides strategic oversight of assigned departments and assists directors and managers with various projects, programs, and development of goals that with the City's vision and mission.





CHARACTERISTICS OF THE IDEAL CANDIDATE

The next Assistant City Manager must be a community-steward with a heart for public service, able to respond to the City's challenges both strategically and tactically and possess the emotional intelligence to not buckle under pressure. This politically astute leader shall possess exceptional interpersonal, negotiation, analytical, presentation and public speaking skills. Candidates shall focus on developing collaborative relationships with stakeholder partners, civic leaders, local businesses, governmental agencies, and other community groups to effectively and equitably serve the needs of the Phoenix residents.

This highly organized and seasoned professional will excel at aligning the organization's strategic vision with day-to-day operations, to effectively guide the team towards long-term success. They will also be committed to cultivating a culture of selfless service, being responsive to questions or concerns, and have the humility to listen intentionally to diverse perspectives and opinions.

This solution-driven candidate will prioritize process improvement for the effective delivery of city services, emphasizing customer service excellence and the best operational practices. They will build upon the City of Phoenix's successes by applying sound business judgment and innovative enhancements to ensure the organization's long-term growth, relevance and financial sustainability. The new Assistant City Manager must also be a values-based professional that is deeply committed to transparency, managing with purpose, respect and integrity, and making decisions that enrich the lives of the City of Phoenix employees and the community as a whole.

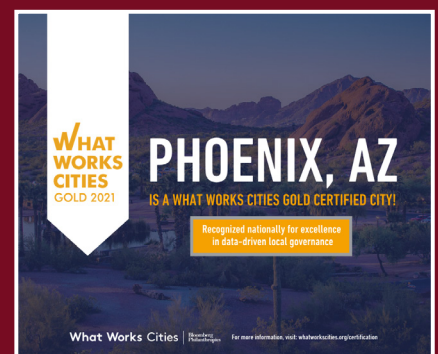


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QUALIFICATIONS

- » Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or a directly related field; a master's degree is preferred.
- » Ten (10) years' experience in a medium-to-large full-service municipal government or comparable organization, including at least five years at a department director level or above.
- » Other combinations of experience and education that meet the minimum requirements may be substituted; however, a college degree is required.



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COMPENSATION AND BENEFITS

Salary is up to \$365,393 annually and will be commensurate with the qualifications and experience of the successful candidate. The City contributes 9% of salary into 457/401(a) plans with no matching required. \$6,000/annual car allowance and \$1,440/annual cell phone allowance. ***The selected candidate will be required to reside within Phoenix city limits within 24 months after the date of hire.***

A comprehensive Executive benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HDHP/HSA plans; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 13.5 paid holidays, 12 vacation days, 15 sick days.

For more details, visit: <https://www.phoenix.gov/hrsite/Benefit%20Category/010.pdf>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, October 13, 2025**. Please submit your materials to: <https://www.cpshr.us/recruitment/2511>.

For additional information about this position please contact:

CPS HR CONSULTING
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KYLIE WILSON

Principal Consultant

Email: kwilson@cpshr.us

Website: www.cpshr.us

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited for this role will be invited to participate further in two rounds of interviews with the final round being held in-person. ***This is a non-classified position and not covered under the civil service rules. This recruitment and any interview process resulting from this recruitment may be used to fill any related current or future vacancies.***



WELCOME
TO
PHOENIX!