TOWN MANAGER RECRUITMENT NOTICE
TOWN OF SAN TAN VALLEY, ARIZONA

Position: Town Manager (*Engagement through third-party staffing provider*)
Application Deadline: **November 15, 2025**

I. OVERVIEW

The newly incorporated Town of San Tan Valley, with an estimated population of 100,000, represents the largest municipal incorporation in Arizona's history. The Town Council is seeking an accomplished and forward-thinking professional to help establish the foundation of this new municipality by serving as its first Town Manager.

This is a once-in-a-career opportunity to build a local government from the ground up — to create key administrative systems, guide early strategic and operational planning, and set the course for an organization that will shape the future of one of Arizona's fastest-growing communities.

The individual selected for this role will initially serve under a professional services engagement through a third-party staffing or management services provider (such as Educational Services, LLC or a similar entity). The Town itself will not directly employ the successful candidate. Depending on future organizational development and Town Council direction, the structure of this engagement may be revisited as the Town transitions to direct employment of staff.

II. ROLE AND RESPONSIBILITIES

Working closely with the Town Council and Town Attorney, the Town Manager will serve as the municipality's chief administrative official, responsible for:

- Overseeing initial organizational and operational development;
- Coordinating the establishment of essential Town systems (finance, human resources, and public works administration);
- Assisting the Council in the selection and onboarding of key contractors and future staff;
- Leading early budget development, financial planning, and efforts to secure and manage initial funding sources; and
- Developing and implementing policies and procedures during the Town's formative period.

This will be a hands-on and evolving assignment, carried out with minimal resources and staff initially, requiring adaptability, initiative, and creativity.

III. QUALIFICATIONS

- Bachelor's degree in Public Administration, Business, Political Science, or a related field; Master's degree preferred.
- A minimum of five (5) years of progressively responsible experience in local government administration, preferably at the department director, assistant manager, or manager level.
- Demonstrated experience in organizational start-up, intergovernmental relations, and community development.
- Exceptional communication and leadership skills, with a collaborative, hands-on management style.
- Familiarity with Arizona municipal operations and statutes.

IV. COMPENSATION AND ENGAGEMENT TERMS

Compensation will be commensurate with qualifications and experience and will be negotiated with the Town, with the resulting terms implemented through the third-party provider. Additional contract provisions will be established as part of that negotiation process. The position may include access to benefits through the provider, subject to the provider's policies and terms.

V. HOW TO APPLY

Interested professionals should submit a cover letter, résumé, and two professional references to Allen@piercecoleman.com by **November 15, 2025**. The Town will review submittals and may conduct interviews.

Following the Town's interview process, qualified finalists may be referred to a third-party staffing or management services provider for consideration and potential engagement.