The City of Cottonwood is seeking applicants to become its next Community Development Director.

Cottonwood, The Heart of Arizona Wine Country and located in Arizona’s Verde Valley, is home to approximately 12,000 residents and services a greater Verde Valley population of about 40,000. Its 3,300 ft. elevation, mild climate and natural amenities, such as the Verde River, combine to make Cottonwood an ideal place to live, play and work.

Open Until Filled
First Review: October 18, 2019

Candidate Profile
The ideal candidate is team-oriented, a creative problem solver, results-oriented and an excellent communicator.

The next Director has a strong background in Community Development and Planning and Zoning practices, has experience in creating a strong culture focused on the customer, accountability and employee engagement, and is skilled in developing and maintaining effective resources and relationships throughout the community.

The new Director is approachable, business friendly, and focuses on creating a successful Community Development Department through solid leadership to a small team and several commissions. Access the full job description [here](#).
Experience and Education

A Bachelor’s degree from an accredited college or university with a major in planning or a closely related field. Master’s degree in a related field is preferred.

Minimum of five (5) years of experience in the management of a multi-functional regulatory agency servicing the development and construction community, community development, planning, zoning, or a related field.

The Organization

The City of Cottonwood operates under the Manager–Council form of government with an elected Mayor and six elected council members. The City Manager, who reports directly to the Council, is responsible for overseeing the administration of the City and its approximate 200 full-time and 100 part-time staff. The City of Cottonwood consists of the following major departments: Administration, Economic Development, Legal, Municipal Court, Finance, Human Resources, Information Technology, Transit, Library, Parks and Recreation, Police, Communications, Fire & Medical, Community Development, Public Works, Engineering, Water and Wastewater. The City is also responsible for multiple Boards and Commissions. The Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment fall directly under Community Development.
How to Apply

Submit an electronic file containing a cover letter, complete résumé and three references to hr@cottonwoodaz.gov. References will be contacted with prior notice. A City Application is not required in this step of the process.

Include in documentation previous employment with dates, size of managed staff, and budgets managed.

All applicants will be notified of their application status throughout the hiring process.

Compensation and Benefits

The salary range for the Community Development Director is $73,443—$108,228. Salary for the chosen candidate will depend on experience and education.

This position is exempt, benefit eligible, and serves at the will of the City Manager.

The City of Cottonwood offers an extensive benefit package that includes:

- Enrollment in the Arizona State Retirement System
- Medical and Dental coverage at 100% for the employee and a partial percentage for dependent coverage
- Vision coverage (optional)
- Optional Health Savings Account (HSA) employer contributions
- Group term life insurance amounting to the annual salary plus $50,000.
- Generous vacation and sick accrual rates
- Eleven paid holidays
- Optional deferred compensation plans (457b)
- Employer paid Cottonwood Recreation Center Membership for employee and discounted memberships for household members.
- Access our full benefit packet here.

Questions? Contact us!
awilber@cottonwoodaz.gov
928-340-2713