



DEPUTY DIRECTOR

OF BUSINESS SERVICES
City of Tucson, AZ

Recruitment Services Provided By





The Opportunity

The City of Tucson invites accomplished, forward-thinking municipal finance professionals to bring their leadership and expertise to the role of Deputy Director of Business Services—an opportunity to make a meaningful impact in one of Arizona's most dynamic and distinctive communities. Working at the intersection of strategy, operations, and public service, the Deputy Director will help lead critical business functions that support the City's ability to deliver exceptional services to its residents, businesses, and community partners. This is an ideal opportunity for a collaborative leader who thrives in a complex, highly visible environment; builds strong partnerships across an organization; and brings a thoughtful, innovative approach to improving systems, processes, and organizational performance. For a leader ready to contribute at a high level while helping shape the future of a growing and evolving organization, Tucson offers a rare opportunity to do work that matters.

About Tucson

Tucson blends centuries of Hispanic, Native American, and Anglo heritage into a vibrant and authentic cultural landscape that is steeped in cultural history. With more than 4,500 years of inhabitation, Tucson's ancestral inhabitants – the Tohono O'odham Nation and the Pasqua Yaqui Tribe – continue to have a presence and influence in Tucson.

Established as a military fort in 1775, Tucson was later incorporated as a city in 1877. Now as the 33rd largest city in the country, and the first U.S. city designated a UNESCO City of Gastronomy, Tucson offers exceptional culinary experiences alongside a rich mix of art, music, and outdoor recreation—from hiking and cycling to world-class stargazing. With its population over 40% Latino, Tucson's culture is enriched through vibrant traditions, culinary excellence, family-centered values, and a deep sense of community that shapes the city's identity and spirit.

With 330 days of sunshine annually and mountain ranges in every direction, Tucson is a year-round outdoor playground. The Loop, a 131-mile network of paved, shared-use paths, provides safe and scenic routes for walking, running, and biking across the city. Visitors and residents alike enjoy natural treasures like the Tucson Botanical Gardens—named one of North America's top gardens by the American Public Gardens Association—and the renowned Arizona-Sonora Desert Museum. With multiple observatories nearby, Southern Arizona is often called the astronomy capital of the world.

Tucson's culture is deeply rooted in community. Residents support sustainability, water conservation and the Tucson Prosperity Initiative – an evidence-based effort to dismantle generational poverty across Pima County by focusing on long-term wealth-building and opportunity rather than only short-term aid, they also support local businesses, celebrate the arts, and take pride in helping one another. This spirit of care is reflected in City initiatives that address complex challenges such as homelessness, public safety, and economic opportunity—often with innovation on par with larger metropolitan areas.

The city's central core is home to a thriving downtown and the University of Arizona, a top-tier research institution. The university anchors the community, contributing to a highly educated workforce, research-driven private sector growth, and robust arts and athletics programming.

Tucson also draws national and international visitors, particularly during the winter months. Signature events include the Tucson Jazz Festival in January, the world-famous Tucson Gem & Mineral Show in February, the Tucson Rodeo, the multicultural Tucson Meet Yourself Festival in October, and the All Souls Procession in November—a dynamic, community-driven celebration of remembrance.

Whether you're drawn to the stunning desert surroundings, the inclusive and caring community, or the city's forward-thinking approach to public service, Tucson offers an exceptional place to live, work, and lead.





City Government

The City of Tucson is a charter city that has a Council-Manager form of government, with the Mayor serving as the Chief Executive Officer and the City Manager having general supervision and direction of the administrative operation of the city government. The Council is composed of a Mayor elected at large to four-year terms without limits, and six Council Members nominated by Wards and elected at large to four-year staggered terms without limits. The City Council appoints the City Manager, City Attorney, City Clerk, and City Magistrates. The City Manager oversees approximately 4,500 dedicated employees and an annual operating budget of \$2.5B.

\$ 2.5B
Operating Budget

4,500
Dedicated Employees

The Business Services Department

The City of Tucson's Business Services Department plays a critical role in maintaining the City's financial integrity and supporting the effective delivery of municipal services. Through responsible fiscal stewardship, strategic financial planning, and high-quality business services, the Department provides the financial infrastructure and operational support necessary for Tucson to meet its commitments to residents, businesses, employees, and the broader community.

The Department supports a complex municipal organization through a diverse portfolio of financial and administrative functions, including accounting and financial reporting, operating and capital budget development, procurement, taxpayer assistance, banking and treasury operations, and risk management. Its work promotes transparency, accountability, regulatory compliance, and the responsible use of public resources.

Working in partnership with the Mayor and Council, City Manager, City departments, the business community, and the public, Business Services helps guide financial decision-making, allocate resources, manage public funds, and ensure the continuity of essential City operations.

Divisions of the Business Services Department

The Business Services Department encompasses a broad range of specialized divisions and work units, each contributing to the City's financial health, operational effectiveness, and service to the community.

Administration Division - Provides strategic leadership and oversight for all City departments, ensuring effective and efficient service delivery across the organization. Key responsibilities include the oversight and management of essential business operations, including budgeting, finance, and procurement. These activities are carried out in compliance with all applicable laws, City Council policies, and under the guidance of the City Manager.

Budget and Financial Planning Division - Provides the information and support necessary for the Mayor and Council to adopt a balanced budget, while ensuring compliance with federal, state, and local laws, including those related to the City's property tax levy. Key responsibilities include leading and coordinating citywide efforts in long-term financial planning and analysis to support responsible fiscal management and sustainable decision-making.





The Business Services Department *(Continued)*

Procurement Operations Division - Provides support to all City departments with their contracting and procurement needs, ensuring timely and efficient access to goods and services. Key responsibilities include ensuring compliance with federal and local regulations through programs such as Contract Administration, Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and the Davis-Bacon and Related Acts. Responsibilities also include centralized management of surplus equipment, coordination of public auctions for unneeded assets, and oversight of inventory control.

Financial Operations Division - Manages the City's accounts payable, ensures accurate financial reporting, and maintains transparency in the handling of public funds. This includes preparing key financial documents such as the Annual Comprehensive Financial Report (ACFR), Single Audit, and the Annual Expenditure Limitation Report. The division also operates cashier stations and manages the City's cash flow and investments – projecting cash needs, transferring funds as required, and investing surplus funds to achieve optimal returns within acceptable risk levels. Key responsibilities include the oversight of the City's debt obligations, managing all banking operations, and serving as the primary liaison with the City's banking services provider.

Taxpayer Assistance Division - Supports businesses by providing guidance and assistance with City tax and licensing requirements. Key responsibilities include issuing business licenses, investigating unlicensed activity, and coordinating tax audits with the Arizona Department of Revenue. In addition, this division administers the City's Tax Code, ensuring updates

to local tax laws are reflected on the State's tax collection platform, and educating the business community on tax compliance and licensing matters.

Satellite Share Services Division - Enhances service delivery by establishing satellite offices that provide direct support to City departments. Key responsibilities include serving as subject matter experts in key operational areas, including budget, finance, payroll, and procurement, to ensure consistent departmental support across the organization.

Risk Management Division - Manages the City's Self-Insurance Trust Fund, covering public liability claims, worker's compensation, employee safety (loss control), and subrogation efforts. Key responsibilities include reviewing and processing claims filed against the City, including payments for public liability. As well as evaluating contracts to ensure proper insurance and indemnification provisions are in place. An additional responsibility includes promoting a safe and healthy work environment by ensuring regulatory compliance and providing employee education on safety practices and procedures.

Treasury and Investments Division - Provides strategic leadership and oversight for all City departments, ensuring alignment with the City's goals and priorities. The division manages the City's cash flow, banking relationships, and investment activities. Its responsibilities include collecting and processing City revenues, ensuring timely deposits, safeguarding funds, and overseeing investment of public money according to the City's cash management and investment policies.

The Position

This position is classified as an “Administrator on Assignment” serving in the role of Deputy Director who reports to the Director of Business Services and assists with the development and execution of financial strategies, optimizes resource allocation, and leads finance teams to enhance organizational performance. Some of the key job duties include:

- Directing and organizing activities and programs within the area of responsibility, determining and authorizing policies, providing the overall direction of the assigned division or divisions within the guidelines set by leadership.
- Supervising and overseeing the daily operations of the assigned area by setting goals and objectives, managing schedules and work priorities, monitoring and evaluating performance, facilitating access to resources and training, providing guidance and addressing issues, conducting interviews, and making hiring decisions.
- Assisting in developing and implementing financial strategies to support organizational goals.
- Overseeing the allocation of financial resources across projects and departments.
- Identifying and implementing process improvements to enhance financial efficiency.





The Ideal Candidate

The City of Tucson seeks a politically astute, collaborative, strategic, and forward-thinking executive who pairs strong operational leadership with a commitment to public service and financial stewardship. The assignment of portfolio and reporting responsibilities for the next Deputy Director of Business Services will be made in collaboration with the Director after the successful candidate is identified. The ideal candidate will:

- Have a demonstrated background in “rapid change” financial work and be driven by resilience in all situations.
- Support the Director’s political and financial strategies, representing the Business Services Department in all professional situations.
- Demonstrate a high level of innovation in solving both short and long-term financial matters/design decisions for the City. Strong governmental accounting skills are essential in this role.
- Possess advanced public sector budget analysis experience.
- Demonstrate advanced professional skills in working with all levels of public sector employees, elected officials, and citizens.
- Be an independently motivated individual desiring to partner closely with the Director and others to serve the organization and community.

Qualifications

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: A bachelor's degree from an accredited college or university in a job-related field. A Master's degree in Business Administration, Accounting or a related business field is preferred.

Experience: Five (5) years of progressively responsible management experience leading teams of people in a related work area, including significant supervisory responsibility.

Licensure/Certification: A CPFO and /or CGFM certification is preferred, as is licensure as a Certified Public Accountant (CPA).





Salary & Benefits

The Deputy Director of Business Services position has an anticipated **hiring range of \$97,926 - \$146,868**, depending on qualifications. In addition, the City provides an excellent executive benefit plan with the following key features:

Health and Wellness Benefits

- Medical:** Choice between a high-deductible HSA plan or network plan.
- Dental:** Choice between a national dental PPO or a local dental HMO.
- Vision:** Coverage for annual eye exams and glasses or contacts.
- Life Insurance:** City-paid coverage for employees and dependents, plus an option to purchase additional coverage.
- Long-Term Disability Insurance:** Income replacement of up to 60% of base salary in the event of a qualifying disability.
- Flexible Spending:** Pay for qualified health and dependent care expenses using pretax dollars.
- Voluntary Benefits:** Financial assistance in the event of cancer, hospitalization, accident, and more.

Security and Future

Pension: A generous defined benefit pension plan, with five-year vesting, the ability to transfer from other Arizona pension plans and the ability to purchase service credit. Full details are available [here](#).

Deferred Compensation: The City offers a voluntary 457(b) plan as an additional retirement investment vehicle.

Tuition and Education Assistance: Benefits to assist with tuition reimbursement or student loan repayment are available.

Back-Up Care: Care for loved ones when your regular care is unavailable.

Leave and Other Benefits

- Paid Leave:** New hires enjoy 26 accrued days of vacation, 13 accrued days of sick leave, and 11 paid holidays.
- Vehicle:** Assigned City vehicle or executive vehicle allowance.
- Paid Parental Leave:** Twelve weeks paid leave when you welcome a child, plus other generous leave policies for FML, Medical, and USERRA.
- Employee Discounts:** Generous discounts, ranging from car rentals to computers, gifts to groceries, and electronics to entertainment.
- Social Connectedness:** Forge connections with the community served through paid volunteerism of 8 hours per year.

For a full list of benefits, [click here](#).

Application & Selection Process

Interested candidates are encouraged to apply no later than **Monday, November 23, 2026**. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 217-3696

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Arizona. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Tucson is an Equal Opportunity Employer.

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