

CITY OF BROKEN ARROW

ASSISTANT CITY MANAGER

Growing nearly 35% since 1990, Broken Arrow continues to be one of the fastest growing larger communities in Oklahoma. The community is a blend of ages, cultures, backgrounds and interests.

Broken Arrow has been designated a "Tree City USA" by the National Arbor Day Foundation every year since 2001.

As a community, Broken Arrow has been nationally recognized as one of the best places in America in which to live and raise a family.

Nationally renowned Family Circle Magazine named Broken Arrow one of the top 10 cities in America in which to raise a family.





The Community

Broken Arrow is a suburban community of 101,000, just to the southeast of Tulsa, Oklahoma, and is noted for low crime, good schools, quality development, and excellent transportation access to surrounding areas. These factors are primarily fueling the growth of the community.

In Broken Arrow you can enjoy the amenities of a big city while experiencing the warmth our wonderful suburb has to offer. Within an hour you can enjoy a variety of Oklahoma's most scenic and beautiful lakes. If you're a nature enthusiast at heart, Broken Arrow is surrounded by an array of adventurous and leisurely trails for bicycling, walking, or an afternoon jog. A few of our many assets begin with the community, superior school system and reasonable cost of living.

Government

The City of Broken Arrow operates under a Council-Manager form of government. The City Council consists of five Council members. Each member is eligible to serve four years, with elections held every two years. A Mayor and Vice-Mayor are elected every two years among the five council members.

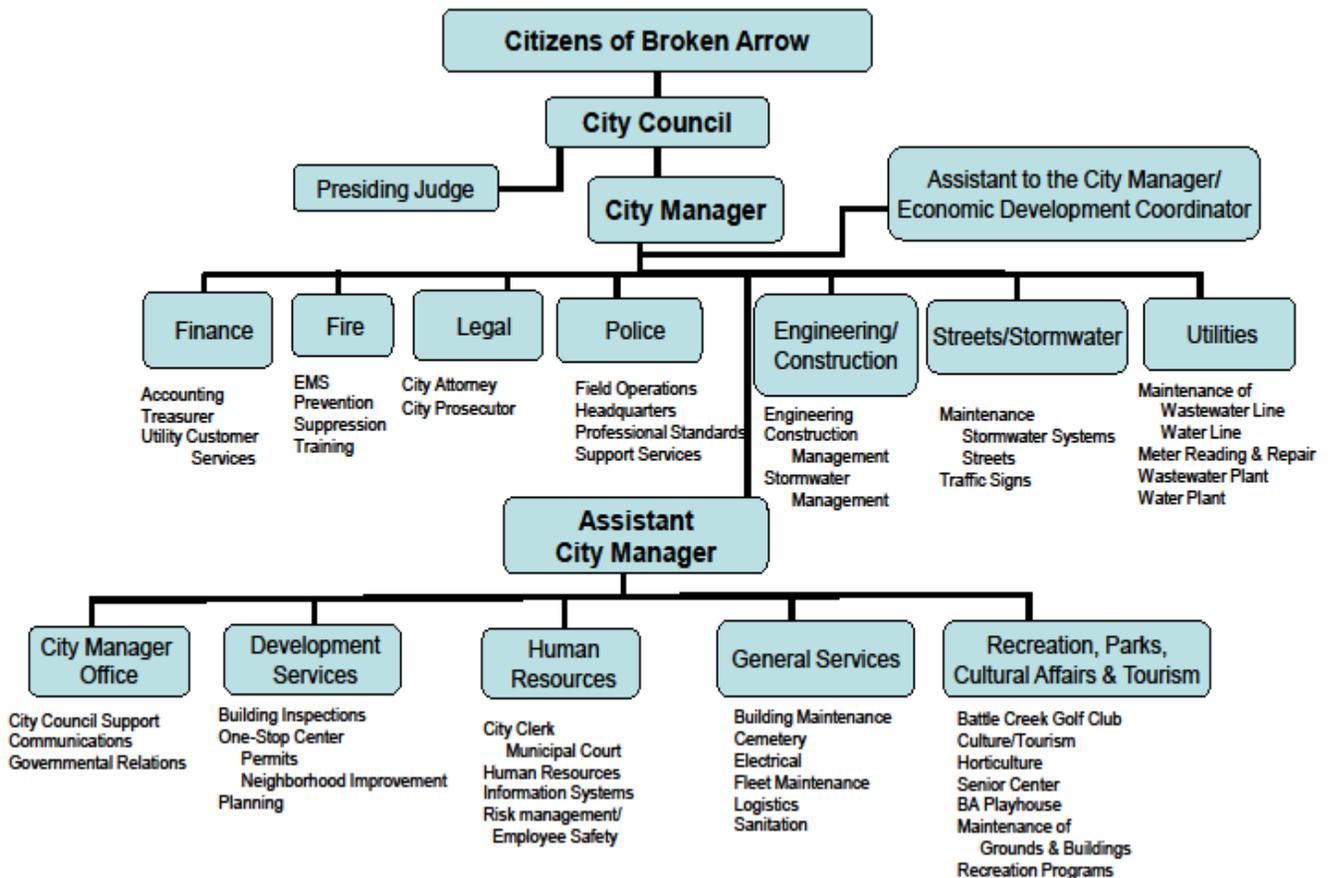
The Position

The Assistant City Manager position, which has been vacant since 2009, is responsible for assisting the City Manager with the day-to-day management of operations of the City and serves as Acting City Manager, assuming full operating authority and responsibility, in the absence of the City Manager. The Assistant City Manager provides staff assistance to the City Manager and City Council; coordinates activities with other departments; fosters cooperative working relationships with community groups, intergovernmental agencies, and staff; conducts specific and comprehensive analyses of a wide range of municipal and organizational policies, procedures, and services; plans and directs various City departments as assigned by the City Manager, including City Manager Office, Development Services, General Services, Parks & Recreation, and Human Resources. Depending upon candidate skills, abilities and portfolio, organizational responsibility may change.

In addition, the Assistant City Manager:

- Actively participates in the development of the City's strategic plan and strategies to achieve stated goals
- Participates in and contribute to the preparation and administration of the annual City budget
- Acts as liaison to various community groups on behalf of the Manager and handles special projects as assigned.
- Attends City Council meetings and represents the City Manager's Office as needed to include evening meetings at least once a week and other activities outside normal working hours.
- Drafts correspondence, reports, public notices, legislation and other documents as directed by City Manager
- Prepares and presents reports to City Council, the City Manager and other organizations and committees.

City of Broken Arrow Organization Chart FY 2013-14



Duties, Functions and Responsibilities

Essential duties and functions may include the following:

- Implement the City Manager's directives and initiatives and assist in resolving problems and conflicts within City government.
- Manages inter-departmental teams and special projects.
- Interpret policy and provide staff direction related to the City's vision, mission, goals, policies and procedures.
- Assist the City Manager in the orderly and timely conduct of municipal business operations within the context of various laws and regulations.
- Respond to and resolves citizen inquires and concerns; negotiates and resolves controversial issues; responds to City Manager, City Council, and city management team in a timely manner
- Assist in establishing programs and policies for submission to City Council that will aid in maintaining the financial integrity and service levels of various operations of the City of Broken Arrow.
- Work closely with advisory boards and community groups as directed by the City Manager to maintain efficient and effective progress toward agreed-upon goals and objectives.
- Keep the City Manager and City Council advised of all pertinent issues affecting the achievement of their goals and recommend amendment or modification.
- Attend meetings outside normal business hours.

Education and Experience

Interested candidates should possess a Bachelor's degree in Public Administration, Business or closely related field and a minimum of seven (7) years of increasingly responsible experience within a government agency, preferably a municipal environment including at least 5 years of progressive supervisory and administrative experience. A Master's degree in Public Administration, Business or closely related field is preferred. An equivalent combination of education, training and experience may be considered.

Ideal Candidate

This is a key position within the City Manager's Office and it is essential for the successful candidate to work closely with the City Manager in carrying out citywide initiatives and setting the tone and vision for the employees of the city. The ideal candidate will have knowledge of administration principles, including the basic principles of organization, management and budget preparation. This individual should have a solid understanding of core city services and have demonstrated experience managing operations by directing and coordinating activities consistent with established goals, objectives and policies. Previous experience as an Assistant City Manager or City Manager in a smaller community and ICMA credentialed is preferred.

The ideal candidate should possess superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should be a strong leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control. The ideal candidate should have strong interpersonal skills, effective communication skills and the capacity and interest to be an effective mentor and leader for staff. The ideal candidate will have the ability to understand IT and computer related matters and the ability to prepare reports and influence decisions both orally and in writing. This person must set a positive example of competence, professionalism, energy, ethical standards and integrity to the organization and community. Residency within the city limits is required within one year of employment.

Salary

The salary and benefits for this exceptional professional opportunity are negotiable and highly competitive. The range being discussed is \$94,000 - \$130,000, depending upon the background and qualifications of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: BAACM

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