

BROKEN ARROW, OK

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 105,000, 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. The community is a blend of ages, cultures, backgrounds and interests. What was at one time a predominantly blue collar and rural community is now much more diversified.

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 begins 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 City Council hires the City Manager.

The Position

The City Manager of Broken Arrow reports directly to the City Council and is the chief executive officer and head of the administrative branch of the City government. Under general policy guidance from the Council the City Manager, plans, organizes, directs, integrates, fiscally controls, administers, reviews, evaluates municipal programs, provides guidance in labor relations and contract negotiations with the City's unionized workers. Collaborates with community stakeholders, and business development groups to discuss City policies and listen to residents' concerns.

Major Duties, Functions and Responsibilities

- Execute the laws and administer the government of the City, and shall be responsible therefore to the Council.
- Works closely with the City Council, a variety of public, private and community organizations and citizen groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.
- Appoints, and when necessary for the good of the service, removes, demotes, lays off or suspends all heads of administrative departments and other administrative officers and employees of the City except as otherwise provided by law. The manager or the Council by ordinance may authorize the head of a department, office or agency to appoint and remove the subordinates in such department, office or agency.
- Supervises and controls all administrative departments, officers and agencies.

Major Duties, Functions and Responsibilities Continued..

- Works with the City's management team to ensure appropriate and adequate administration procedures and administrative policies are in place and utilized in the administration of the City's affairs.
- Plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Oversees the development and creation of the City's economic development programs to include business retention, business expansion, business recruitment, and development/revitalization of areas of the City.
- Provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
- Prepares a budget annually and submits it to the Council and be responsible for the administration of the budget after it goes into effect; and recommend to the Council any change in the budget which is deemed desirable.
- Negotiates or supervises the negotiations of contracts and agreements impacting the City's finances and/or financial obligations.
- Submits to the Council a report after the end of the fiscal year on the finances and administrative activities of the City for the preceding year.
- Ensures the City's financial records are independently audited each fiscal year and that a report is made to Council by the auditor.
- Reviews and approves contracts/agreements for the City Manager or Mayor's signature involving obligation of financial resources or the expenditure of financial resources.
- Works closely with the Legal Department to interpret City ordinances, codes and applicable laws and regulations to ensure compliance.
- Keeps the council advised of the financial condition and future needs of the City through quarterly reports or as requested by the council, and make recommendations as deemed desirable.
- Meets with council members as requested to address issues.
- Develops Council meeting agenda; attends and participates in all City Council meetings.
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems consistent with the City Council's guidance; directs and monitors the City's labor negotiations and labor relations programs and initiatives; directs the improvement of management systems, processes and measurement techniques to improve City operations and effectiveness.
- Participates in regional, state and national meetings and conferences to stay abreast of trends related to municipal programs and operations.
- Assess community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement.
- Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program; maintains good working relationships with key community stakeholders.
- Ensures the City's intergovernmental relations program is effective and that the legislative interests of the City are well represented to regional, state, and federal legislative bodies and quasi governmental agencies.
- Works with local, regional, state and federal regulatory agencies on matters involving the City's operations.

Education and Experience

Qualified candidates will have a Bachelor's degree in Public or Business Administration; or a related field; a Master's degree is preferred. An ICMA Credentialed Manager designation is desired.

Ideal Candidate

The ideal candidate should possess at least eight years of increasingly responsible experience within a government agency, preferably a municipal environment including at least 4 years of experience as a City Manager preferred.

The ideal candidate will have experience working in a growing community and possess a record of accomplishment and success in economic development and land use planning. The ideal candidate's background should include extensive knowledge and experience in both municipal finance and labor relations.

The ideal candidate must be a dynamic, visionary leader with a strong ability to forge relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and public. This is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Council in carrying out city-wide initiatives and setting the tone and vision for the employees of the city. The City Council will rely heavily on the expertise, judgment and recommendations of the City Manager so this individual should have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control. This individual must be a visible leader with a genuine interest in actively participating in the community.

The ideal candidate will set a positive example of competence, professionalism, energy and work ethic to the organization and community. The ideal candidate will be a professional leader who inspires the staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of Broken Arrow is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will 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: BACM

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