

## Career Opportunity

**Job Title:** City Manager – City of Harrah  
**Category:** City Manager  
**Status:** Open

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The City of Harrah, Oklahoma, is accepting applications for the position of City Manager.

### **About City of Harrah:**

The City of Harrah is located 20 miles east of Oklahoma City. Harrah is a vibrant, rapid-growth community with a population of 6,044 within city limits and 50,000 living within a ten-mile radius. The City operates under a Council/Manager form of government. The Council is composed of a Mayor and four (4) Council members. The City Manager leads the organization and oversees the day to day operations. The City Manager exercises the powers and duties as prescribed in the Charter of the City of Harrah.

### **Position Overview:**

The selected candidate will serve as the Chief Executive Officer of the City of Harrah and will be responsible for directing the implementation of policies and programs adopted by City Council, City charter and City, State, and federal laws, regulations and guidelines. The City Manager resolves citizen concerns and represents the City within the community, region and State as required. The City Manager prepares the annual budget for consideration by the City Council. The City Manager is also responsible for communication and coordination of major developments within the community. The important aspects of this position is the high profile as the City's Chief Executive Officer and the overall responsibility for all City departments, including Community Services, Economic Development, Fire, Police and Utilities. The City Manager has administrative oversight of the Council-appointed positions of City Attorney and City Judge. The City Manager provides visionary, innovative leadership, supervision, and general direction for the City management team, including the Department Heads to coordinate their efforts toward achieving their departmental objectives.

The City Manager is responsible for directing the development and administration of the City budget and Capital program, overseeing development, planning and implementation of a strategic plan, goals and objectives to meet the operational needs of the City.

**Candidate Profile:** Candidates should have a minimum of five years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager/Senior Executive. The preferred candidate must have experience in the following areas: budget preparation, planning and development, grant writing, employee supervision, capital

improvement construction projects, economic development, labor and contract negotiations and tourism. The successful candidate should have strong leadership, excellent people skills; effective verbal and written communications skills; ability to work with various cultural and ethnic groups in an effective manner; ability to work with staff to encourage a high level of performance, ethics, customer service and integrity.

Candidates should possess a Bachelor's degree from an accredited college or university in Public or Business Administration preferably. A Master's degree in Public Administration is preferred.

**Compensation:** Salary is competitive to the area and will be dependent upon qualifications. The City offers a competitive benefit package.

**How to Apply:** Position is open until filled. Interested applicants should submit a cover letter, resume with five work-related references and salary history to City of Harrah, Attn: HR Director PO Box 636, Harrah, OK 73045.

City of Harrah is an equal opportunity employer committed to multicultural diversity.