

CITY MANAGER

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 approximately 6,000 within city limits and over 50,000 living within a ten-mile radius. The new Kickapoo Turnpike is bringing new business and a lot of residential development to the area. 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 Trust Manager of the Harrah Public Works Authority (HPWA) and will be responsible for directing the implementation of policies and programs adopted by the City Council, City Charter, City of Harrah, State of Oklahoma, as well as 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 City's chief executive officer is a high profile position responsible for all City departments, including Municipal Services, Economic Development, Financial Services, Fire, Police, and Utilities, as well as the administrative oversight of the City Council-appointed positions of City Attorney and City Judge. The City Manager provides vision, innovative leadership, supervision, and general direction for the city management team in coordinating 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 skills; excellent people skills; effective verbal and written communication skills; ability to work effectively 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 must possess a bachelor's degree from an accredited college or university, preferably in Public or Business Administration. A master's degree in Public Administration is preferred.

Selected candidate will be required to comply with the city charter residential requirement which states the manager must live in the Harrah city limits or Harrah school district.

Compensation: Salary is competitive for the area and will be dependent upon qualifications. The City offers a competitive benefit package which includes Health/Dental/Vision insurance paid at 100% for employee and 75% coverage paid for immediate family. The city participates in an excellent retirement plan with the Oklahoma Municipal Retirement Fund (OMRF). Both the Defined Benefit (DB) plan and Defined Contribution (DC) plan are available for participation. Additional retirement and expense allowance is negotiable. Paid time off for Vacation, Sick and Holiday.

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.