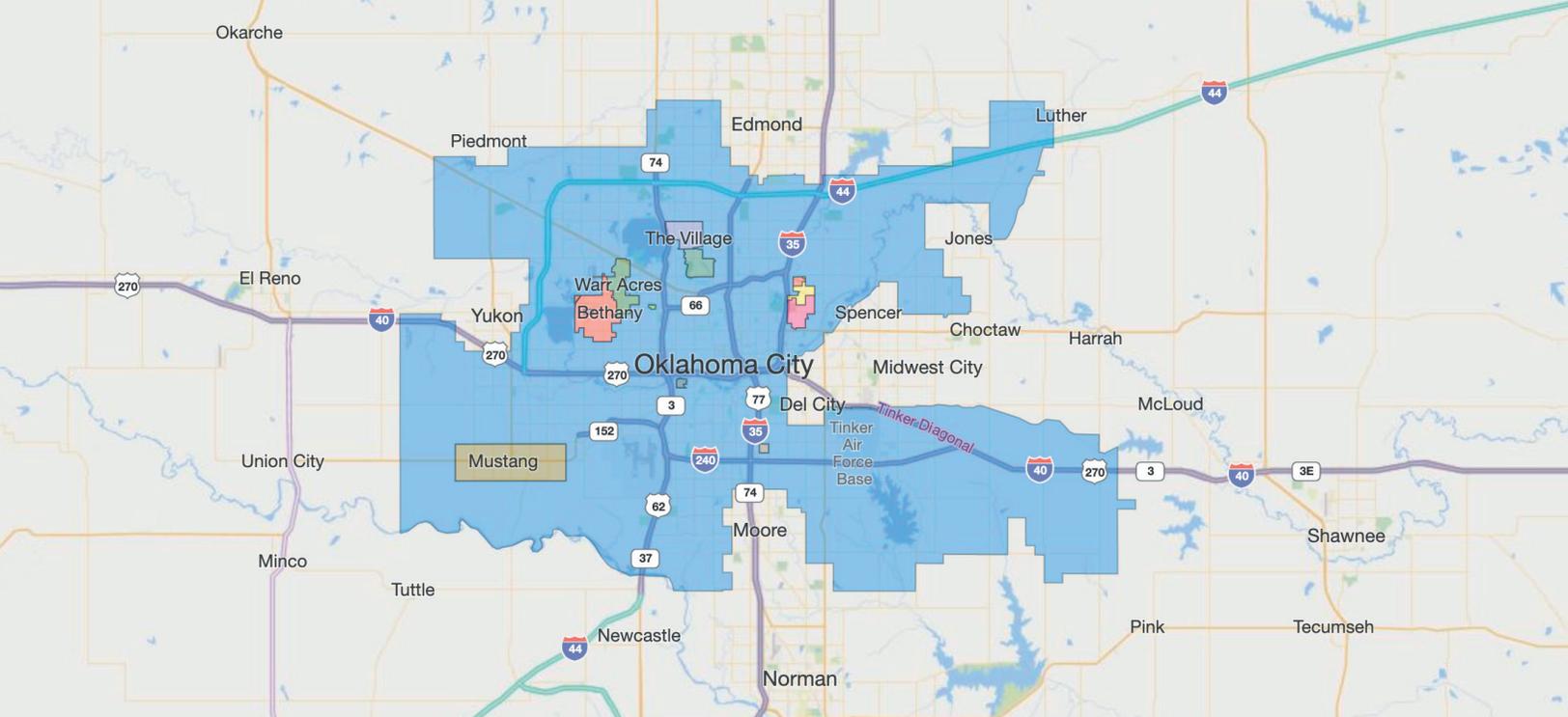


# OKC



Assistant City Manager  
[governmentjobs.com/careers/oklahomacity](http://governmentjobs.com/careers/oklahomacity)





## » Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. Oklahoma City is the 22nd largest city in the nation. The City of Oklahoma City serves approximately 681,054 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



## Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the



First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center and National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families. The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and has been transformed into a world class competitive and recreation center.

The City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center opened in September of 2021 and provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$263,301,102 and to date with interest the board has allocated \$255,677,550 toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected

\$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. MAPS 4 appropriates \$63 million to improve all neighborhood and community parks in the city, supported by a \$16.5 million operating fund for ongoing maintenance of these improvements. In addition, MAPS 4 includes \$60.5 million for other parks-related projects, \$55 million for sidewalks, bike lanes and trails, and \$25 million for community beautification projects. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives.



## Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

### **The City's core values include:**

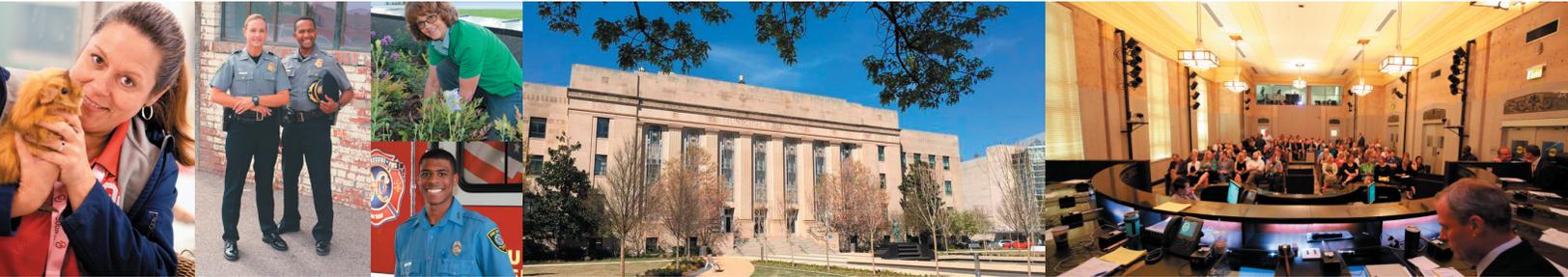
- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



## ➤ Recent Initiatives and Strategic Priorities

In addition to ongoing efforts to improve the quality of life for every Oklahoma City resident, recent initiatives have focused on a commitment to public safety, thriving neighborhoods, transportation, financial management, recreational opportunities and community wellness, a robust local economy, high standards for all City services, and social and criminal justice initiatives. Mayor and City Council priorities:

- Promote safe, secure, and thriving neighborhoods by providing public safety services, effective code enforcement, support for neighborhood revitalization efforts, and working with partners to support education initiatives that encourage strong neighborhood schools;
- Develop a transportation system that works for all residents by improving the condition of streets, becoming more pedestrian and cyclist friendly, improving public transportation within Oklahoma City and the central Oklahoma region, and paying attention to new developments in transportation;
- Maintain strong financial management by providing prudent financial leadership and expanding the revenue base through greater diversification of revenue sources;
- Enhance recreation opportunities and community wellness by providing quality recreational opportunities, communicating more effectively with the public about the options available, working with partners to promote healthy living, and maintaining and providing a wide variety of recreational offerings that appeal to all residents;
- Encourage a robust local economy by encouraging a high quality of life for residents and promoting a pro-business environment, fostering innovation, and embracing technological advances to move the City forward;
- Uphold high standards for all City services by providing quality customer service and continuing to follow best practices in achieving and exceeding expectations for effective service delivery; and
- Continue to pursue social and criminal justice initiatives by ensuring equitable justice through continued criminal justice system reform, increasing engagement with residents and community groups, supporting partners, and promoting access to social services that facilitate a better future for those in need.



## » The Position

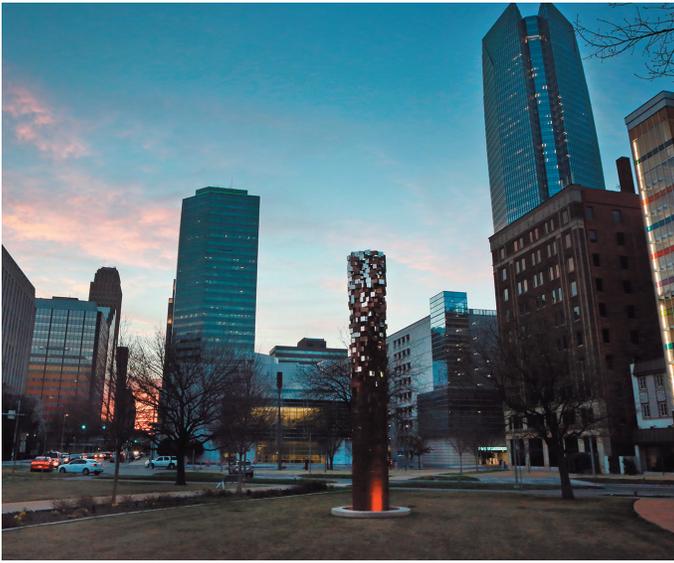
The Assistant City Manager reports to the City Manager and assists with the implementation of policies, goals and strategic priorities of the Mayor and City Council. The Assistant City Manager is assigned a group of administrative and operational departments, and through department directors, ensures municipal services are delivered in an efficient and effective manner. Knowledge of all aspects of public administration as it pertains to municipal government is required. Essential job functions include:

- Developing and recommending innovative approaches to resolving complex issues;
- Leading and coordinating work of department directors and program managers in the preparation of budget requests, financial and performance management (including preparing annual performance evaluations);
- Coaching, mentoring and leading executive level staff to develop high performing, collaborative interdisciplinary work groups;
- Modeling the highest ethical standards and holding others accountable to the same;
- Reviewing and approving City Council and related entities' agenda items to ensure quality and compli-

ance with policies and procedures;

- Demonstrating continuous efforts to improve operations, decrease response times, streamline work processes and encourage interdepartmental cooperation to provide high quality customer service;
- Working as a team with the City Manager, other Assistant City Managers and executive staff to ensure the best outcome for any issue that presents itself, routine or otherwise;
- Ensuring timely and well researched responses are provided to customer and vendor inquiries that are submitted to the City Manager's Office; and
- Communicating with elected and appointed officials, civic groups, the media, bargaining units, contractors and the media.

The Assistant City Manager is sometimes called upon to serve as City Manager during absences and routinely represents the City Manager on boards and commissions and before civic groups and organizations.



## ➤ Major Challenges

- Meeting residents' expectations for safe, vibrant and diverse neighborhoods;
- Increasing ecommerce, providing opportunities for more quality jobs in diverse industries, and establishing partnerships to improve public education performance;
- Maintaining diversified and adequate revenues to support expenses for City operations and preserving resident confidence for voter approved initiatives;
- Providing efficient street maintenance and new construction to improve the overall condition of city streets, improving the public transportation system, and offering more alternative mobility options;
- Maintaining and improving recreational opportunities for residents, constructing sidewalks and trails city wide, supporting efforts to increase after-school recreation programs, and improving park maintenance;
- Communicating effectively with residents and meeting expectations for quality and timely City services; and
- Increasing resident confidence in the criminal justice system, increasing availability of mental health/substance abuse services, and reducing jail and prison overcrowding.



## ➤ The Ideal Candidate

The ideal candidate must possess strong leadership skills and be a creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, organizational, interpersonal and communication skills. The candidate must be someone who thinks conceptually and systematically; envisions the future; clearly defines and articulates the vision; is responsive and proactive rather than reactive; and understands the political environment, priorities, processes and external factors impacting the City organization.

### **The ideal candidate must possess:**

- Bachelor's degree in Business Administration, Public Administration, or a related field;
- Minimum of seven years' experience in public sector management with an organization of similar size or complexity as the City of Oklahoma City;
- Experience building collaborative community and business relationships/partnerships;
- Knowledge of and skill in applying the principles and techniques of governmental administration and management;
- Knowledge of the structure and operations of municipal organizations;
- Knowledge of and skill in strategic planning, assessing performance measures, quality improvement, and customer service;
- Skill in leading others and creating high performance work teams;
- Skill in oral and written communication;
- Skill in developing innovative approaches to resolve complex financial and legal issues;
- Skill in negotiating, administering and resolving complex issues related to municipal government;
- Ability to coordinate activities of the overall City organization;
- Ability to develop long-range plans and evaluate work accomplishments;



- Ability to establish and maintain effective working relationships with a wide range of individuals both in and outside the City organization; and
- Ability to interpret and ensure compliance with local, state, and federal regulations.

### **Preferred Qualification:**

- Master's degree in Business Administration, Public Administration, or a related field.



## ➤ How to apply

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of three work-related references (who will not be contacted without prior notice) by **April 29, 2022**.

Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1992>

For additional information about this position, please contact:

**Kylie Wilson**, Senior Executive Recruiter  
[kwilson@cpshr.us](mailto:kwilson@cpshr.us) • [www.cpshr.us](http://www.cpshr.us)

CPS HR  CONSULTING

### AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530. The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

## Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed primarily inside a climate-controlled environment. Ability to travel to unscheduled and off-site meetings, seminars and conferences both locally and out-of-town is required. Occasionally required to work hours beyond normal scheduled workday. Physical requirements include speech and hearing enough to communicate clearly and distinctly in person or by telephone; near vision enough to read and draft documents such as memorandums, reports, etc., which are manually or machine generated; and manual and finger dexterity enough to operate office equipment such as keyboards, telephones, 10-key, etc.

## Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Our competitive benefits package includes:

- Flexible schedules
- Telework options
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan