



City of OKC

Assistant City Manager

www.cpsr.us/recruitment/2430



WORK FOR OKC

Photograph: Visit OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 702,767 residents in a four (4) county, 621 square mile area.

About OKC

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.

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.

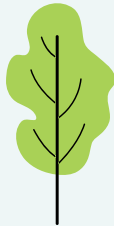
Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with the OKC Will Rogers International 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.

DEPARTMENTS



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.



Photograph: Visit OKC



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

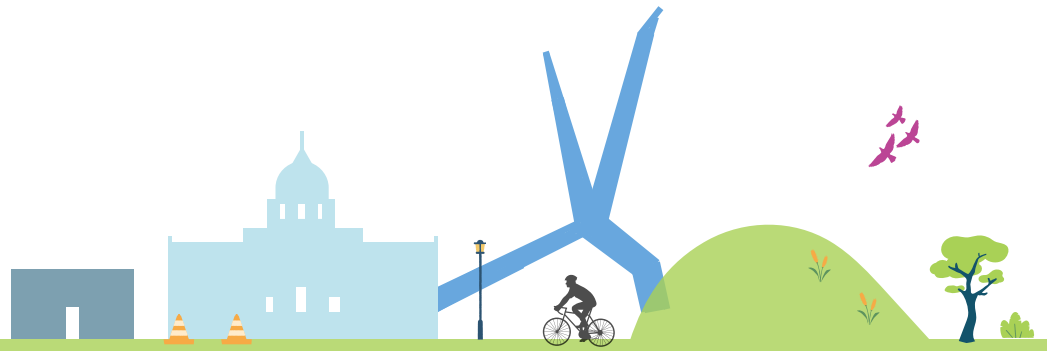
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate 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 is being transformed into a world class competitive and recreation center.

In January 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum (FAM) along the Oklahoma River. The Center opened in September of 2021 and provides 85 acres of park space, with walking trails and interpretive art, and serves as a venue for native performers and educational exhibits.



In addition to the beautiful FAM museum, the OKANA Indoor Waterpark and Resort will open in the Summer of 2025. We are taking the fun and amenities to the next level as we await confirmation to host two events for the 2028 Los Angeles Olympics: softball and canoe slalom.

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 \$264,584,295 and to date with interest the board has allocated \$263,676,528 million 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's sales tax rate unchanged. The sales tax took effect on April 1 when the Better Streets, Safer City temporary sales tax expired. 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. For detailed information about MAPS 4 go to: okc.gov/government/maps-4

In December 2023, citizens approved an extension of a one-cent sales tax for another 72-months to pay for new state-of-art NBA arena for Oklahoma City Thunder Basketball Team. This investment will secure the teams commitment to Oklahoma City through 2050.



THE CITY'S VISION & MISSION

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.

ASSISTANT CITY MANAGER

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, provide mobile integrated health and alternative responses for services, 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 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 compliance 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.

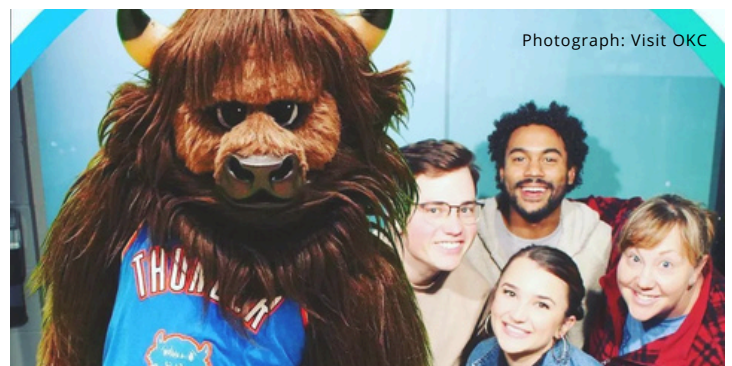
The Assistant City Manager is sometimes called upon to serve as City Manager during absences and routinely represents the City Manager on boards and commissions and before civic groups and organizations.

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

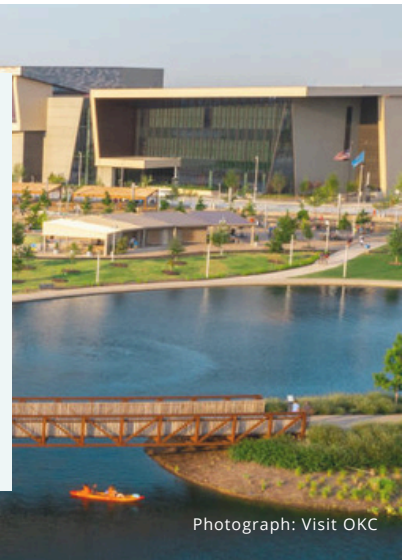
transportation system, and offering more alternative mobility options;

- 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;
- Increasing resident confidence in the criminal justice system, increasing availability of mental health/ substance abuse services, and reducing jail and prison overcrowding;
- Addressing the growing demands to maintain and expand the infrastructure of the city; and
- Addressing the needs of people experiencing homelessness, reducing barriers to housing and building affordable housing.



Compensation

The approved salary range for this position is **\$179,463.60** to **\$274,300.56** and is dependent upon the qualifications and experience of the selected candidate.



Photograph: Visit OKC

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.

Minimum Qualifications

- 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;

THE IDEAL CANDIDATE

- 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.

Working Conditions

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

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.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Competencies

Execution and Results: (1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.



Business Judgment: (1) Makes sound decisions and builds hypotheses under uncertainty; (2) leads strategic direction, and operational decision-making in volatile, complex, or uncertain business context; (3) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (4) makes effective, timely, well-informed, objective, and transparent work-related decisions; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies a broad understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Teamwork/Team Oriented: (1) Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience;

(6) actively listens, and clarifies information as needed.

Customer Centric: (1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Strategic Thinking: (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts

appropriate officials.

Leads Through Influence: (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

Commitment to Continuous Improvement: (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Agility: (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches,

methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Talent Development: (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility.

Inclusive Leadership: (1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others; welcomes diversity in ideas, perspectives,

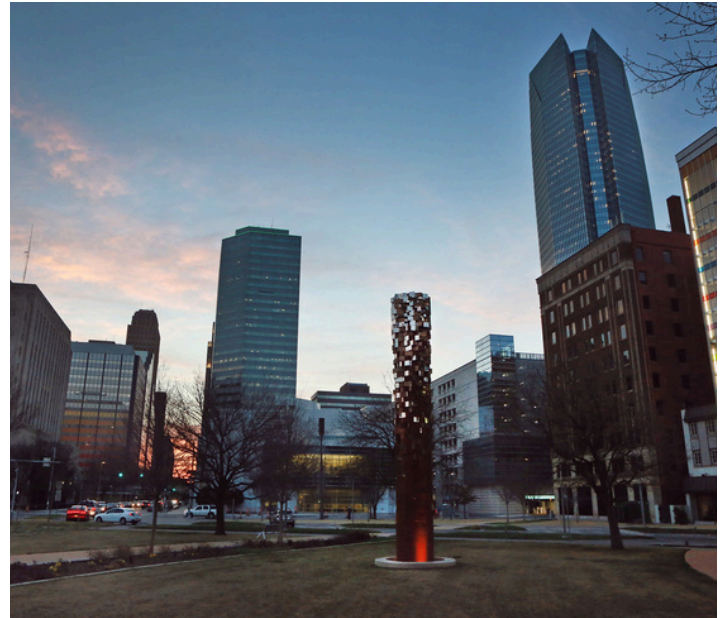
and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized employees, participates and encourages participation of I&D initiatives.



Total Rewards

Competitive Benefits Package

- Flexible schedules and some telework options
- 96 hours of vacation leave a year
 - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal 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



How to Apply

APPLY HERE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, February 3, 2025**.



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

For more information and to submit your materials, visit:
<https://www.cpshr.us/recruitment/2430>

For any questions please contact:
Kylie Wilson, Principal Consultant at
kwilson@cpshr.us.

CPS HR  CONSULTING

An Equal Opportunity Employer

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.

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.

