



The City of  
**OKLAHOMA CITY**

**Assistant City Manager**  
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# Oklahoma City

Oklahoma City has been a transportation and commercial hub in Oklahoma since before statehood in 1907. The City was settled in a single day when nearly 10,000 pioneers staked out territory in what is now Oklahoma City during the famous Oklahoma Land Run of 1889. The combination of the settlers with the large number of Native American tribes, many transplanted from around the country, has evolved into a unique cultural identity.

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.

The City of Oklahoma City serves approximately 650,000 residents in a four (4) county, 621 square mile area.

## 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
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Personnel
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities

Additionally, municipal trusts play a significant role in the operations of major facilities and services.



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

Our NBA team, the Oklahoma City Thunder, ended the 2018 regular season 4th in their division. The Thunder has qualified for the NBA playoffs eight out of their 10 seasons in Oklahoma City.

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. A new USL PRO (minor league soccer) team, Energy FC, begins its fourth season this year. 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. The estimated cost for all of these projects is \$777 million.



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 of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the American Indian Cultural Center and Museum along the Oklahoma River. The Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.



## **BETTER STREETS SAFER CITY**

In August 2017, citizens approved the Better Streets, Safer City bond and sales tax measure. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired, and it's expected to generate about \$240 million over 27 months: \$168 million for street resurfacing, \$24 million for streetscapes, \$24 million for sidewalks, \$12 million for trails and \$12 million for bicycle infrastructure. The sales tax projects are joined by the other major Better Streets, Safer City initiatives: a 10-year, \$967 million bond program (including \$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.



# 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 in Oklahoma City, recent initiatives have focused on a commitment to public safety, neighborhoods, criminal and social justice, financial management, economic growth, recreational services, transportation, and high-quality city services. FY 2019 priorities for the Mayor and City Council include:

- Promoting 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;
- Continuing 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 our partners, and promoting access to social services that facilitate a better future for those in need;
- Maintaining 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;
- Enhancing community wellness by providing quality recreational opportunities, communicating more effectively with the public about the options available, working with partners to promote healthy living, maintaining and providing a wide variety of recreational offerings that appeal to all of our residents;
- Developing 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;
- Maintaining strong financial management by providing prudent financial leadership and expanding the revenue base through greater diversification of revenue sources; and
- Encouraging 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 our City forward.



## 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 the performance of Oklahoma City Public Schools;
- 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, 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 Position

The Assistant City Managers report to the City Manager and assist with the implementation of policies, goals and strategic priorities of the Mayor and City Council.

The Assistant City Managers are each assigned a group of administrative and operational departments and through department directors ensure that 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. Includes 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.
- Extensive contact with elected and appointed officials, civic groups, bargaining units, contractors and the media is required.
- The successful candidate must have the ability to travel to unscheduled and off-site meetings, seminars and conferences both locally and out-of-town.

The Assistant City Managers are sometimes called upon to serve as City Manager in his/her absence and routinely represent the City Manager on boards and commissions and before civic groups and organizations.

# The Ideal Candidate

## The ideal candidate must possess:

- 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.
- Ability to interpret and ensure compliance with local, state, and federal regulations.

## Preferences

- Seven years' previous experience at the executive level in a large organization.
- Bachelor's degree required. Master's degree in Business Administration or Public Administration preferred.

## How to Apply

Submit an online application and resume at: [governmentjobs.com/careers/oklahomacity](http://governmentjobs.com/careers/oklahomacity)

An email address and password are required to create a profile. Attachments, such as a resume, cover letter, etc. may be included. Applications and resumes will be accepted until January 25, 2019, 11:59 p.m.

## Working Conditions and Physical Requirements

Work is performed primarily inside a climate-controlled environment, with occasional local or out-of-town travel to attend meetings, conferences, or seminars. 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. Benefits include:

- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Retirement plan participation
- 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