



City of Broken Arrow, OK City Manager





Broken Arrow is a suburban community just to the southeast of Tulsa, Oklahoma, and is noted for low crime, good schools, quality development, and excellent transportation access to surrounding areas. These factors are primarily fueling the growth of the community.

Additionally, the community still holds large undeveloped tracts of land adjacent to the Broken Arrow Expressway and Broken Arrow South Loop (Creek) turnpike, which offer

prime sites for commercial, office, retail, and industrial development. These factors will continue to make Broken Arrow an attractive location for business and residential development.

Growing nearly 35% since 1990, Broken Arrow continues to be one of the fastest growing communities in Oklahoma of those with more than 50,000 persons. Between 1990 and 2000, the City of Broken Arrow added nearly 17,000 new residents, growing from 58,043 to 2000 population of 74,859 as reported by the US Census. In 1980 Broken Arrow was the 10th largest city in Oklahoma; in 1990 it moved up to 5th, and today the City ranks 4th. The estimated 2007 population was 90,714.

As a community, Broken Arrow has been recognized nationally consistently as one of the best places in America in which to live and raise a family. Nationally renowned Family Circle Magazine named Broken Arrow one of the top 10 cities in America in which to raise a family.



Our community is a blend of ages, cultures, backgrounds and interests. What was at one time a predominantly blue collar and rural community is now much more diversified. There have always been families in Broken Arrow with ties to our Native American heritage. More recently there has been a growth in the Hispanic, African-American and oriental populations and also in families from Russia or the Ukraine. You'll also find churches that have memberships of oriental citizens and those with German traditions.



The community of Broken Arrow is one in which small churches keep getting larger and large churches keep expanding. Our public school administrators must scramble to keep up with growth, and yet the level of education remains among the best in Oklahoma. The addition of Northeastern State University's branch campus here in 2001 has enhanced Broken Arrow's image as a center of education. The long-time presence and continued growth of Rhema Bible College and the Kenneth Hagin Ministries brings in students -- young and not-so-young -- from all over the world.

This is a community which takes pride in what others think of us. There are neighborhood associations which work with the City in keeping yards clean and homes safe. The Chamber of Commerce has a Beautification Committee which works with the City in various projects, including the Adopt-A-Mile and Adopt-A-Park programs. We watch out for one another. Broken Arrow was rated Oklahoma's Safest City in 2004 based on major crime reports for cities of 75,000 or more.



Broken Arrow repeated that honor in 2005, and in 2006 not only was Broken Arrow rated safest city in Oklahoma, but No. 20 nationally! The 2007 figures show Broken Arrow still on top in Oklahoma as the "Safest City."

Broken Arrow has been designated a "Tree City USA" by the National Arbor Day Foundation every year since 2001. For information on hardiness zones for the area, go to the Arbor Day web site.

Although noted for the past half century as a "hot spot" for new homes and population growth, Broken Arrow rates as the third largest city in Oklahoma in the number of manufacturers. From 2006 to the end of 2007, the number of building permits for businesses has tripled.

Large and small commercial developments are springing up along the major arterials streets and along the Creek Turnpike and the Broken Arrow Expressway. The City features industrial parks in several areas and they are planned to create the least possible intrusion into residential areas.

In Broken Arrow you can enjoy the amenities of a big city while experiencing the warmth our wonderful suburb has to offer. Within an hour you can enjoy a variety of Oklahoma's most scenic and beautiful lakes. If you're a nature enthusiast at heart, Broken Arrow is surrounded by an array of adventurous and leisurely trails for bicycling, walking, or an afternoon jog. A few of our many assets begins with the wonderful people within our community, superior school system and reasonable cost of living. We encourage you and your family to enjoy our friendly, family oriented environment.

The average January temperature in Broken Arrow is 47 degrees Fahrenheit with a July temperature average of 83 degrees. The area receives an average of 38 inches of rain annually and 9 inches of snow. The average number of flying days is 343.

Founded: 1902

Population: 90,714

Number of Fulltime employees: 607

Total Land Area: 56 square miles

Major Roadways: Highway 51 (Broken Arrow Expressway), U.S. Highway 169 and Creek Turnpike

Major Airport: Tulsa International Airport (TUL)

Average home value: \$139,000

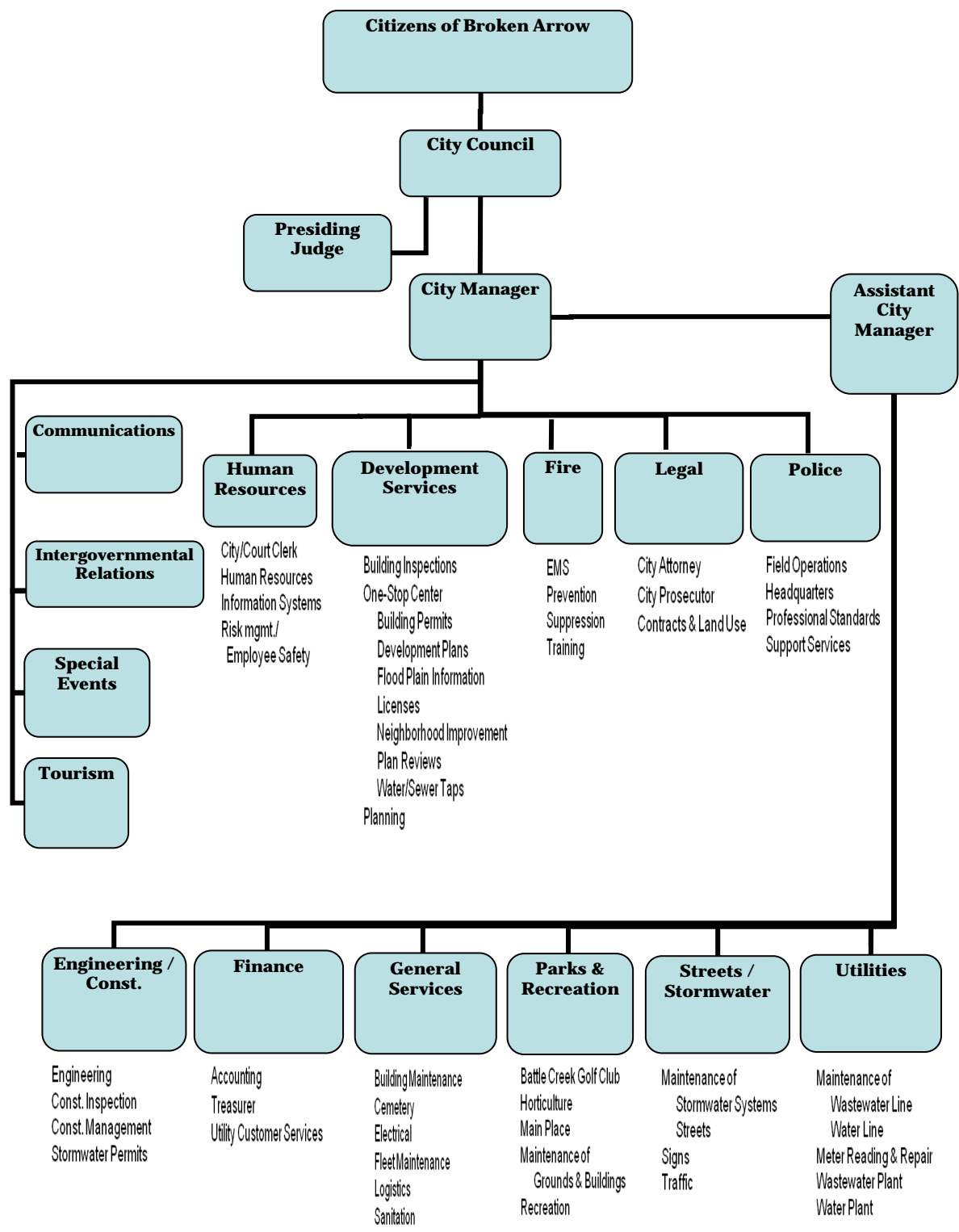
2009 Est. Median Household Income: \$65,074

2009/2010 All Funds Operating Budget: \$73,903,700

2009/2010 General Funds Budget: \$52,732,000

2009/2010 Capital Budget: \$35,469,803

Organizational Chart





Excellence – Character - Leadership

Our Core Values describe what the City organization values. They define our ethical behavior and represent criteria upon which decisions can be evaluated.

Excellence refers to an attitude that is pervasive in all we do. We strive to excel in our provision of programs and services, to do and be the best we can. Superior quality is our goal.

Character encompasses all the many traits that make up good character. It also refers to the Character program that the City has adopted and is incorporating into our every day work habits.

Leadership relates to the value of striving to be the organization that others look to for solutions. We want to be on the cutting edge in terms of resolving problems, finding innovative and creative solutions. The City government organization will take charge and guide the community into the future.

The city manager shall be the chief executive officer and head of the administrative branch of the city government.

Responsibilities:

- Executes the laws and administer the government of the city, and shall be responsible therefore to the council
- Appoints, and when necessary for the good of the service, remove, demote, lay off or suspend all heads of administrative departments and other administrative officers and employees of the city except as otherwise provided by law. The manager or the council by ordinance may authorize the head of a department, office or agency to appoint and remove the subordinates in such department, office or agency
- Supervises and controls all administrative departments, officers and agencies
- Prepares a budget annually and submits it to the council and be responsible for the administration of the budget after it goes into effect; and recommend to the council any changes in the budget which he deems desirable
- Submits to the council a report after the end of the fiscal year on the finances and administrative activities of the city for the preceding year
- Keeps the council advised of the financial condition and future needs of the city, and make recommendations as he deems desirable
- Performs such other duties as may be prescribed by law or by ordinance.





The ideal candidate should have five years practical experience as a City Manager or five years of senior level management experience in a similar private sector capacity or a commensurate amount of education and work experience.

He/she should possess a record of accomplishment and success in economic development and land use planning. He/she should have extensive knowledge of and experience in municipal finance and labor relations. Advanced written and oral

communication skills are imperative.

The City Manager must be a dynamic, visionary leader with a strong ability to forge relationships with the Mayor and Council Members, city staff and the community. This is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Council in carrying out city-wide initiatives and setting the tone and vision for the employees of the city. The City Council will rely heavily on the expertise, judgment and recommendations of the City Manager so this individual should have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control.

He/she must set a positive example of competence, professionalism, energy and work ethic to the organization and community. He/she must have the capacity and interest to be an effective mentor and leader for staff.

Qualified candidates will have a Master's degree in Public or Business Administration; or a post graduate degree in a related field. A combination of education and experience will be taken into consideration when reviewing applicants.

The starting salary and benefits for this exceptional professional opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

Interested applicants should forward a cover letter and resume to:
resumes@affionpublic.com
Reference: City Manager

Affion Public
20 North 2nd Street
Harrisburg, PA 17101
888.321.4922 toll free
717.214.2205 fax
www.affionpublic.com



Ideal Candidate

Salary

How to Apply