



BROKEN ARROW

Where opportunity lives

City Manager



The Community:

Broken Arrow is a suburban community of 101,000, 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.

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 begin with the community, superior school system and reasonable cost of living.

Growing nearly 35% since 1990, Broken Arrow continues to be one of the fastest growing larger communities in Oklahoma. The community is a blend of ages, cultures, backgrounds and interests.

Broken Arrow has been designated a "Tree City USA" by the National Arbor Day Foundation every year since 2001. As a community, Broken Arrow has been nationally recognized 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.

Government:

The City of Broken Arrow operates under a Council-Manager form of government. The City Council consists of five Council members. Each member is eligible to serve four years, with elections held every two years. A Mayor and Vice-Mayor are elected every two years among the five council members.



The Position:

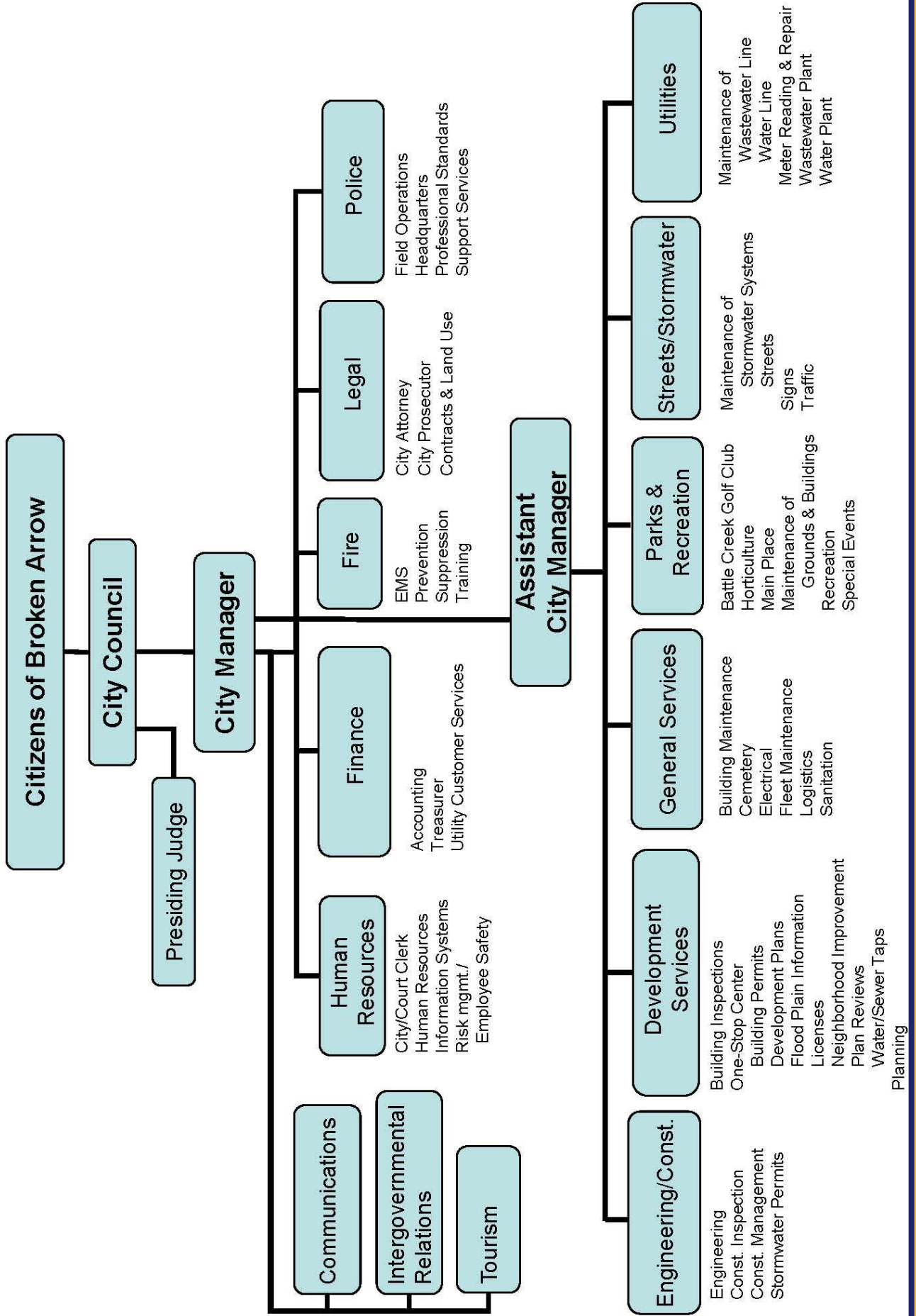
The City Manager of Broken Arrow reports directly to the City Council, is the chief executive officer and head of the administrative branch of the city government.

**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 is deemed 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 deemed desirable
- Performs such other duties as may be prescribed by law or by ordinance.



City of Broken Arrow Organization Chart 2012



Ideal Candidate:

The ideal candidate should possess at least eight years of increasingly responsible experience within a government agency, preferably a municipal environment including at least 5 years of progressive supervisory and administrative experience.

The ideal candidate will have experience working in a growing community and possess a record of accomplishment and success in economic development and land use planning. The ideal candidate's background should include extensive knowledge and experience in both municipal finance and labor relations.

The ideal candidate must be a dynamic, visionary leader with a strong ability to forge relationships with the Mayor and Council Members, city staff, the community and the region. 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.

The ideal candidate will set a positive example of competence, professionalism, energy and work ethic to the organization and community. The ideal candidate will be a professional leader who inspires the staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Education:

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. An ICMA Credentialed Manager designation is preferred.

Salary:

The 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.

How to Apply:

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: BACM

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