

DATE: November 17, 2023

TITLE: City Manager

DEPARTMENT: Administration

SALARY: Commensurate with qualifications and experience

APPLICATIONS WILL BE ACCEPTED UNTILL POSITION FILLED

Ideal Candidate:

Background of experience in Economic Development, BR&E, Marketing and Tourism. Comprehensive experience in Community Development to include Code Enforcement, Building Inspections, Planning, Zoning, and Variance. Expertise in Team Development, Conflict Resolution, Public Relations, Team Building and demonstrated success on Team Focused Projects. Experience with Capital Improvement Projects, Comprehensive, Strategic, and Long-Term Planning; Public Utility and Works Operations; Municipal Finance; and Grant savvy. Proven leadership and management capacities in municipal operations, budget preparation, intergovernmental cooperation, and developing effective partnerships. Ability to develop a vision to implement concepts and ideas into a better future for the community. Demonstrated success in working with diverse needs under pressure and stressful situations. Experience working with federal, state and tribal agencies.

Education & Experience:

Bachelor's degree in Public or Business Administration, Civil Engineering, Finance, or a related field, with demonstrated successful experience in municipal administration in a comparable community are required. Candidates with a Master's in Public or Business Administration with five to seven years progressive experience are preferred.

Please Email a cover letter and detailed resume to hr@cityofanadarko.org Cover letter and resume may be mailed to the following address, City of Anadarko, ATTN; Shirley Grose, PO Box 647, Anadarko, OK 73005.

THE CITY OF ANADARKO IS AN EQUAL OPPORTUNITY EMPLOYER.