

City Manager – Holdenville, Oklahoma

April 20, 2024

Listing Title: Holdenville City Manager

Listing Description

The City of Holdenville has a population of approximately 5,600 residents and is located in Hughes County. The City Council is composed of a Mayor and four (4) Councilmembers as a Statutory City. The City Manager leads the organization and oversees the day-to-day operations. The City Manager exercises the powers and duties as prescribed by statute.

Position Overview:

The City Manager serves as the Chief Executive Officer of the City of Holdenville and the Trust Manager of the Holdenville Public Works Authority, and the Holdenville Industrial Authority and is responsible for directing the implementation of policies, programs and projects as directed by the City Council, by City Ordinance, and by State and Federal law. The City Manager resolves citizens' concerns and represents the City within the community, region and State as required.

The City Manager should provide innovative leadership, supervision, and general direction for the management team, acting as the City's Chief Executive Officer and the overall responsibility for all City departments, including water, sewer, and public safety.

The City Manager is also responsible for directing the development and administration of the City budget, capital improvement program, and implementation of a strategic plan, goals for the City.

Candidate Profile:

Preferably the successful candidate will have a minimum of five (5) years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager/Senior Executive. The preferred candidate must have experience in the following areas: strong financial and budgeting skills, planning and development, the ability to seek out and administer grants, employee supervision, capital improvement construction projects, and contract negotiations.

A preferred candidate will possess a bachelor's degree in business or municipal administration; however, a history of municipal experience may be substituted for a college degree. Salary is commensurate for the region and will depend on experience and management qualifications. The City participates in the Oklahoma Municipal Retirement Fund and offers paid holidays, vacation, and sick leave accruals.

Interested applicants should submit a current resume and work-related references along with their salary history and expectations to: Shawn Smith, City Clerk, 100 North Creek Street, Holdenville, OK 74848.

The position is open until filled.