



The City of Yukon is a robust, family oriented community of approximately 27,534 residents who strive to be the best. We have safe neighborhoods, a low crime rate, excellent schools, quality medical care and strong values. We have small town charm with many shopping and dining amenities common to metro areas.

Our towering iconic flour mill has proclaimed for over a century, "Yukon's Best Flour" and conveys our desire to do and be the best.

Yukon is located along the western boundary of Oklahoma City and is on Interstate 40. The historic Route 66 runs through downtown. The Kilpatrick Turnpike is nearby.

Welcome to Yukon's Best.



## THE IDEAL CANDIDATE

With the retirement of our City Manager, who worked 2 tenures beginning in 1994 for a total of 20 years employment, the City of Yukon is looking for a highly motivated City Manager that will continue on with the city's progress and that has a forward thinking vision. Other attributes include:

- Knowledge of operations of a variety of municipal service departments.
- Knowledge of federal, state and local statutes, ordinances and regulations affecting municipalities.
- Knowledge of principles of management and supervision.
- Knowledge of Merit System and other personnel policies and procedures.
- Skill in planning, directing and evaluating the work of others.
- Skill in effective oral and written communications.
- Skill in preparing and administering a budget.
- Skill in selecting and training new employees.
- Skill in gathering and organizing information and preparing reports.

- Skill in establishing and monitoring departmental controls and reporting systems.
- Ability to establish and maintain effective working relationships with employees and elected officials.
- Ability to give clear, concise instructions.
- Experience dealing with collective bargaining units.
- Ability to make decisions using good judgment and assume responsibility for their impact.
- Ability to work independently on own initiative.
- Ability to seek innovative and more effective operation procedures.
- Ability to relate abstract ideas to actual needs.
- Must possess a valid Oklahoma driver's license and be insurable.
- Must be bondable.

## EDUCATION & EXPERIENCE

A minimum of 10 years of increasingly responsible experience in municipal government is required. Minimum of bachelor's degree in public administration, government, management or related field is preferred.



## RESPONSIBILITIES & DUTIES

- Establishes administrative and operational policies and procedures for all City functions.
- Reviews and approves proposed budgets for all City departments and oversees the total budget preparation, including general fund, revenue sharing, street and alley fund and grant procurement and administration.
- Makes periodic inspections of City facilities and operations.
- Review reports of all City department activities and progress for evaluation upon request and determines appropriate action required.
- Responsible for the selection and evaluation of all City department heads.
- Prepares special reports as required and serves as an advisor to the City Council.
- Assists in the economic development activities of the community.
- Responsible for review and approval of City Council agenda twice a month, including drafting of items, editing of items by other departments and review of council meeting minutes.
- Attends City Council meetings twice a month and other council meetings and work sessions as necessary to provide managerial staff support. Coordinates follow-up actions from City Council meetings.
- Attends meetings of internal and external committees and organizations, including managers' meetings, departmental staff meetings, and various project-oriented meetings.

- Reviews citywide operations and reviews literature to research possible improvements and changes.
- Responds to questionnaires, surveys and other requests for information from the public, government agencies, City Council and others.
- Performs other duties as required by City Council and City Charter.

## COMPENSATION & BENEFITS

Retirement – CMO Plan with OkMRF; Immediate Vesting.

Health - \$750 deductible. Blue Cross Blue Shield OK; Employee only coverage is paid by the City; dependent coverage is available at a subsidized rate.

Dental – Blue Cross Blue Shield; Provided for all covered on Health Insurance.

Vacation - Accrual rate of 16 hours per month.

Sick Leave - Accrual of 1 day per month.

Holidays - 12 days per fiscal year.

## CITY OF YUKON CHARTER

Section 20. - City Manager: Appointment, Term, Qualifications, Removal.

There shall be a city manager. The council shall appoint him for an indefinite term by a vote of a majority of all its members. It shall choose him solely on the basis of his executive and administrative qualifications. At the time of his appointment, he need not be a resident of the city

or state; but, during his tenure of office, he shall reside within the city. Neither the mayor nor any other councilman may be appointed city manager or acting city manager during the term for which he shall have been elected nor within two years after the expiration of his term. The council may suspend or remove the city manager at any time by a vote of a majority of all its members.

Section 22. - City Manager: Powers and Duties.

The city manager shall be chief executive officer and head of the administrative branch of the city government. He shall execute the laws and ordinances and administer the government of the city, and shall be responsible therefor to the council. He shall:

- (1) Appoint, and when deemed necessary for the good of the service, lay off, suspend, demote or remove, all directors, or heads, of administrative departments and all other administrative officers and employees of the city, except as otherwise provided by this charter, and except as he or the council by ordinance may authorize the head of a department, an officer or an agency to appoint, lay off, suspend, demote and/or remove subordinates in such department, office or agency, subject to such merit-system regulations as the council may adopt;
- (2) Supervise and control, directly or indirectly, all officers and employees whose appointments are provided for above in this section;
- (3) Prepare a budget annually and submit it to the council, 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;
- (4) Submit to the council a report as of the end of the fiscal year on the finances and administrative activities of the city for the preceding year;
- (5) Keep the council advised of the financial condition and future needs of the city, and make such recommendations on matters of policy and other matters to the council as may seem to him desirable;
- (6) Have such other powers, duties and functions as this charter may prescribe, and such

powers, duties and functions consistent with this charter as the council may prescribe.

Section 23. - Administrative Departments, Offices and Agencies.

There shall be a department of finance and such other administrative departments, offices and agencies as this charter establishes and as the council may establish.

Section 24. - Public Library.

Any public library or libraries, when established, shall constitute, or be a part of, an administrative department; and shall be under the supervision and control of an officer or of a board established by ordinance and appointed by the city manager, as the council may ordain. Also the council may authorize, or enter into arrangements for, a joint or cooperative library service with other units or agencies of government.



Please provide a video recording (CD/DVD format only) of yourself answering the questions listed. Please answer each question in a detailed manner. Your video recording should be no longer than 15 minutes.

Your resume with salary history and video recording, should be received no later than **Friday, November 6, by 12:00 p.m., CST.**

The position will remain open until a new City Manager has been hired.

All offers of employment will be contingent upon a background check and a post employment offer drug screen.

Please send your information to the following address:

City of Yukon  
Mayor Shelli Selby  
c/o Human Resources Department  
P.O. Box 850500  
Yukon, OK. 73085-0500

## QUESTIONS TO ANSWER

1. Introduce yourself and give us an idea of your work and life experiences and why you are the best choice for the City Manager of Yukon, Oklahoma.
2. Explain why you believe the City Manager position in Yukon, Oklahoma, is a good fit for you. What do you find attractive about the opportunity and community?
3. Describe your biggest challenge during your professional career and how you handled the situation. What did you learn from the experience, both positive and negative?
4. Describe your management style and how you will implement your style in Yukon.
5. Describe your experience with Capital Improvement projects; Bonding Finance; Budgeting; Human Resources; Police and Fire Union negotiations.

