



City Manager Position Profile

Duncan, Oklahoma

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CITY MANAGER POSITION PROFILE

DUNCAN, OKLAHOMA

THE COMMUNITY

The City of Duncan is located in Stephens County, Oklahoma, 90 miles southwest of Oklahoma City and 30 miles East of Lawton with an estimated population in 2008 of 22,617. Duncan is in the gentle hills and located on the Chisholm Trail.

Duncan was named after William Duncan, who established a trading post along the Chisholm Trail. The town was established in 1892. Duncan is the birthplace of Erle P Halliburton. In February 2008, Duncan was designated as Oklahoma's Grape Myrtle Capital.



Duncan schools are among the finest in the state. Each year, students win numerous awards in all areas – academics, athletics and music. The college attendance rate for high school graduates is one of the highest in the state at 72%.

GOVERNANCE

The City of Duncan operates under the Laws of the State of Oklahoma as Council-Manager form of government. The City is governed by a City Council comprised of five Council-Members. The Mayor is elected for a three-year term the four council-members all serve for three-year terms. The current City Council Members are: Mayor Gene Brown, Councilman Tommy Edwards,

Carl Bowers, Michael Hale and Rick Mayes. The current City Manager is retiring after 31 years with city and 6 years as City Manager.

The City Council is responsible for making policy, passing ordinances, voting appropriations and having overall supervisory authority in the City Government.

The City Manager is responsible for supervising government operations and implementing the policies adopted by the Council. The City Manager serves at the pleasure of the Council.



POSITION PROFILE

The City Council has established the City Manager as the chief executive officer of the City responsible for the day-to-day operations of the City. The City Manager will lead an organization that currently has 250 full-time and 3 part-time employees and a 2009-10 Combined Operating Budget of \$85.7 million. The City of Duncan provides a number of services through contracts with other agencies and private contractors. The City provides water treatment and distribution; sanitary sewer treatment and collection; and electric distribution. The Police Department has 42 full-time sworn officers. The police officers are a member of a bargaining unit (FOP). The Police Department is led by a veteran Police Chief. Fire services are provided by a paid department of 42

firefighters. The firefighters are required to be EMT's and 85% are trained as paramedics and are represented by the IAFF.

CURRENT ISSUES

Job growth is the major issue for the foreseeable future in Duncan. The City has experienced plant closures and major industry relocations. There are three exclusive golf courses in the area.

The City Council is seeking candidates who have experience dealing economic development and who can lead efforts to develop a City organization that can effectively provide quality services and adequate infrastructure to a growing community.

The Mayor City Council would like to have their new City Manager employed by the first of April, 2010, allowing a transition period with the existing City Manager prior to his retirement in May.



The following are problems and opportunities that will need the attention of the new City Manager:

- Located in south central Oklahoma the community desires to continue retail development. A strategy is needed to encourage retail development and sales tax growth.
- Management of on-going Capital Improvement projects, such as:
 - Upgrade and repairs of the wastewater system
 - Water system improvements
 - Development of a long-term economic development strategy.

- Upgrade of roads and sidewalks
- Become more active in seeking grants
- Communicate effectively with the City Council
- Create an open door policy with the community and a trust/working relationship with city employees.



CANDIDATE PROFILE

The City Council of Duncan is seeking a city management professional who has a track record of successfully dealing with economic issues in a community of similar size to Duncan or larger. Candidates should have excellent communication and interpersonal skills and be able to develop strong, positive relationships with both long-time residents and newcomers to the community. Experience with out-sourcing of services and the evaluation of service delivery options will be important. In addition, the new City Manager should possess most, if not all, of the following characteristics:

- A strong visionary leader who can anticipate the future impact of decisions and assist the City Council in making decisions that will guide the future development of the City.
- A working knowledge of the Council/Manager form of government and the roles and relationships inherent in this type of local government.
- A strong working knowledge of municipal financial management including utility and debt financing and a reputation for conservative fiscal management.
- Experience in or an understanding on a municipal electric system.
- An ability to recruit, select and motivate highly competent employees and a reputation for

being able to build an effective team.

- Strong negotiation skills and an ability to represent the City's interests effectively with developers, consultants, contractors, regional and state officials and others.
- A proven leader with a reputation for high ethical standards and for fair and impartial enforcement of administrative policies and regulations.
- A politically savvy City Manager who has a reputation for being apolitical and for providing full and timely information to all members of the governing body.

EDUCATION & EXPERIENCE

Qualifications include a minimum of a Bachelor's Degree in public administration, business, government or similar fields and at least five years of experience as a city manager, assistant city manager or an equivalent position. A Master's Degree in Public or Business Administration or advanced management training at senior executive programs such as a Credentialed City Manager is a plus.

COMPENSATION & BENEFITS

The starting salary and benefits are highly competitive and negotiable, depending upon the experience and qualifications of the successful candidate. Auto allowance and relocation assistance will be provided. The City has an excellent benefit package including, health insurance, City of Duncan 457 retirement package, 9 holidays, vacation and sick leave. The City will consider providing ICMA-RC to the selected candidate.

APPLICATION PROCESS

Qualified candidates should submit a cover letter explaining their interest in the position, their resume and five work related references online to: info@chellconsulting.com or mail to:

Chell Consulting, LLC
P.O. Box 721447
Norman, OK 73072-1447

Attention: Duncan City Manager Position

This position is open until filled, however; the first review of applicants will take place around the first of March 2010. Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews with the Consultant. Those deemed qualified will be referred to the City Council for further consideration. Final interviews in Duncan will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. The final interview process should be held the end of March 2010. For more information please contact Chell Consulting, LLC by calling 405-834-8287 or by visiting our website at: www.chellconsulting.com

The City of Duncan is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to interview. Under the Oklahoma Public Information Act, information from your resume may be subject to public disclosure.