The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT CITY COUNCIL

10:00 AM | **Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma** | **July 22, 2019**

SPECIAL AGENDA

DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consider Approval of Resolution 2019-21 of the City Council of the City of Durant, Oklahoma, Concerning the Hiring Process for a City Manager for the City of Durant, and Establishing Policies and Procedures for Said Hiring Process

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on July 11, 2019 at 12:02 p.m. and that an agenda of said meeting was posted at the place of such meeting at 4:30 p.m. on the 16th day of July, 2019.

_____

Cynthia J. Price, City of Durant

The City of Durant

Office of City Clerk

Memorandum

Date: 7/16/2019
To: Mayor and City Council
From: Thomas Marcum, City Attorney
Re: Consider Approval of Resolution 2019-21 of the City Council of the City of Durant, Oklahoma, Concerning the Hiring Process for a City Manager for the City of Durant, and Establishing Policies and Procedures for Said Hiring Process

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Council Information / Action Requested

Approval of Resolution 2019-21 of the City Council of the City of Durant, Oklahoma, Concerning the Hiring Process for a City Manager for the City of Durant, and Establishing Policies and Procedures for Said Hiring Process

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Resolution 2019-21	Exhibit	7/16/2019
Resolution 2019-21, Exhibit 1 - Durant City Manager Advertisement	Exhibit	7/16/2019
Resolution 2019-21, Exhibit 2 - Durant City Manager Job Description As Submitted By The City	Exhibit	7/16/2019
Resolution 2019-21, Exhibit 3 -Durant City Manager Profile Flyer	Exhibit	7/16/2019
CMAO City Manager Hiring Process Resolution No. 2008-01	Exhibit	7/16/2019

DURANT, OKLAHOMA

RESOLUTION NO. 2019-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA, CONCERNING THE HIRING PROCESS FOR A CITY MANAGER FOR THE CITY OF DURANT, AND ESTABLISHING POLICIES AND PROCEDURES FOR SAID HIRING PROCESS

WHEREAS, the City Council of the City of Durant, Oklahoma, pursuant to state law, is responsible for the selection and appointment of the City Manager of the City; and,

WHEREAS, with the upcoming vacancy in the position, the City Council is required to select and appoint a new City Manager of the City; and,

WHEREAS, the City Council desires to create a process that will encourage the most qualified applicants possible to consider employment with the City, and desires to complete the hiring within a timely manner; and,

WHEREAS, approval of a written process will benefit the City Council, possible applicants, and the public by making the selection process as clear as possible; and,

WHEREAS, approval of this resolution is in the best interests of the residents of the City of Durant.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Durant, Oklahoma, as follows:

1. The City Council approves the following procedures in the hiring of a new City Manager:

    a. Oklahoma Municipal Management Services (OMMS) is directed to advertise the position with the City Management Association of Oklahoma (CMAO), the Oklahoma Municipal League (OML), the Texas Municipal League (TML) and the International City/County Management Association (ICMA), and any other appropriate on line city management websites deemed appropriate by OMMS.

    b. An application deadline of Monday, September 9, 2019, or until filled, is hereby established.

    c. The advertisement attached as Exhibit 1 is approved for publication.

    d. The City Manager Job Description attached as Exhibit 2 is approved.

    e. The position profile attached hereto as Exhibit 3 is approved.

f. All applications shall be submitted to the attention of OMMS, 1141 East 37th Street, Tulsa, Oklahoma, 74105, and shall be kept strictly confidential.

g. Council members will work individually and collectively with OMMS to review all applications received, and will determine an appropriate number of qualified candidates to interview.

2. The City Council establishes as a goal the objective of reaching unanimous approval of the candidate who is selected.

3. Each Council member is encouraged to seek input from members of the public about the characteristics and qualifications that are important to the residents for the selection process, to share their goals and expectations with prospective candidates and citizens to help establish shared goals for the Council and the community, and to individually consider those goals, characteristics and qualifications during the hiring process.

4. The City Council will abide by the recommendations of the City Management Association of Oklahoma (CMAO) regarding the integrity of the selection process and respect for applicants, and will not publicly disclose the identity of applicants (unless disclosure is approved in writing by the affected applicant), as set forth by Exhibit 4.

5. The City Council establishes a goal that the hiring process be complete by October 31, 2019.

Dated this 22nd day of July, 2019.

CITY OF DURANT, OKLAHOMA

_____
Oden Grude, Mayor

ATTEST:

_____
Cynthia Price, City Clerk

Approved as to Form:

_____
Thomas Marcum, City Attorney

Exhibit 1

City Manager
City of Durant, Oklahoma

The City of Durant is currently soliciting applications for the position of City Manager. Durant is located in Bryan County, Oklahoma, and serves as the headquarters of the Choctaw Nation of Oklahoma. The population was 15,856 during the 2010 census and was estimated at 17,764 in 2017. Durant is the principal city of the Durant Micropolitan Statistical Area, which had a population of 47,192 in 2018. Durant ranks as the second largest city within the Choctaw Nation, following McAlester, and ahead of Poteau. Durant is also part of the Dallas-Fort Worth Combined Statistical Area, anchoring the northern edge of the area. Durant is home to Southeastern Oklahoma State University and the City is officially known as the Magnolia Capital of Oklahoma.

The selected candidate will direct and manage the functions of the City; be responsible for directing the implementation of policies and programs adopted by the City Council; oversee City expenditures, bidding procedures and purchasing functions in compliance with state and local laws; appoint, 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; research and respond to constituent inquiries and complaints in cooperation with appropriate staff; represent the City to intergovernmental agencies, businesses, tribal governments and community leaders; serve as a legislative liaison; represent the City on boards, commissions, and meetings as directed by the City Council; prepare the annual budget for consideration by the City Council; and any other such duties as assigned.

Salary is competitive to the area and will be dependent upon qualifications. The City offers a competitive benefits package.

Candidates should have a bachelor's degree in Public Administration, Business Administration, Finance or closely related field, and five (5) years' experience in public administration including three (3) years at a Department Head or Division Manager level; or an equivalent combination of education and experience.

An application deadline of Monday, September 9, 2019, is established, or until filled. Interested applicants should submit a cover letter, resume, five work-related references and salary history, to Oklahoma Municipal Management Services (OMMS), Durant City Manager Executive Search, 1141 East 37th Street, Tulsa, OK, 74105, or email to recruiter@okmms.org. The City of Durant provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability/handicap, or status as a Vietnam-era or special disabled veteran in accordance with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.

Exhibit 2

City of Durant, Oklahoma
City Manager
Job Description

DEFINITION

Under general direction of City Council, the city manager shall be the chief executive officer and head of the administrative branch of the city government. He or she shall execute the laws and administer the government of the city, and shall be responsible therefore to the City Council.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Directs and manages the functions of the City. Leadership is provided by facilitating, directing, planning, coordinating, and supervising the programs and services of the City. The City Manager is ultimately responsible to the City Council and the public for all actions of the City of Durant.

Implements policies of the City Council; assists in the analysis and resolution of problems and the development of service delivery strategies and policies; reviews and approves the formal performance evaluation of assigned staff; formulates City policy, program and operational recommendations and communicates them to Council for consideration and action; analyzes complex issues and problems and conducts research to develop and recommend City policy; advises City Council on the financial condition and future needs of the City; oversees City Council agenda preparation.

Oversees City expenditures, bidding procedures and purchasing functions and compliance with state and local laws; formulates and balances City and department operating budgets to maximize financial and human resources; reviews financial documents and reports and approves purchases, payments and requests for sensitive expenditures including travel, training and professional development; reviews budget projections, financial analysis and departmental operating budgets.

Appoint, 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. Coordinates efforts of various departments under the City organizational structure; administers through subordinates such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.

Supervises department heads, division heads and employees of Administration Department; negotiates with Police and Firefighter unions on labor issues and employee grievances; supervises the preparation of City Council agendas and communications with City Council; oversees state and federal grant applications and capital improvement projects.

Researches and responds to constituent inquiries and complaints in cooperation with appropriate staff; represents City to intergovernmental agencies, businesses and community leaders; serves as legislative liaison; represents the City on boards, commissions, and meetings as directed by the City Council; reviews staff reports and briefs City Council on matters submitted for consideration; reviews new legislation, professional journals, government reports and industry magazines for potential impact on City operations; maintains community respect through good public relations and by keeping residents informed of the City progress and policies.

Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
Knowledge of City and Department policies and procedures.
Knowledge of management and/or supervision principles.
Knowledge of strategic planning and budgeting principles.
Knowledge of bookkeeping and/or accounting principles.
Knowledge of personal computer hardware and software.
Skill in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
Skill in assessing and prioritizing multiple tasks, projects and demands.
Skill in working within deadlines to complete projects and assignments.
Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
Skill in oral and written communication.
Skill in establishing and maintaining effective working relationships.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Bachelor's degree in Public Administration, Business Administration, Finance or closely related field, and five (5) years experience in public administration including three (3) years at a Department Head or Division Manager level; or an equivalent combination of education and experience.

Now Hiring: City of Durant
CITY MANAGER

Helpful Links

City of Durant
www.durant.org

Durant Industrial Authority
www.ok-durant.org

Chamber of Commerce
www.durantchamber.org

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Applications

Applications due by September 9, 2019, or until filled. Interested applicants should submit a cover letter, resume, five work-related references and salary history to Oklahoma Municipal Management Services, Durant City Manager Executive Search.

1141 East 37th Street
Tulsa, OK 74105

or email to
recruiter@okmms.org

The selected candidate will direct and manage the functions of the City; be responsible for directing the implementation of policies and programs adopted by the City Council; oversee City expenditures, bidding procedures and purchasing functions in compliance with state and local laws; appoint, 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; research and respond to constituent inquiries and complaints in cooperation with appropriate staff; represent the City to intergovernmental agencies, businesses, tribal governments and community leaders; serve as a legislative liaison; represent the City on boards, commissions, and meetings as directed by the City Council; prepare the annual budget for consideration by the City Council; and any other such duties as assigned.

Key Roles & Responsibilities

DEFINITION

Under general direction of City Council, the City Manager shall be the chief executive officer and head of the administrative branch of the City government. He or she shall execute the laws and administrer the government of the City, and shall be responsible therefore to the City Council.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Directs and manages the functions of the City. Leadership is provided by facilitating, directing, planning, coordinating, and supervising the programs and services of the City. The City Manager is ultimately responsible to the City Council and the public for all actions of the City of Durant.

Implements policies of the City Council; assists in the analysis and resolution of problems and the development of service delivery strategies and policies; reviews and approves the formal performance evaluation of assigned staff; formulates City policy, program and operational recommendations and communicates them to Council for consideration and action; analyzes complex issues and problems and conducts research to develop and recommend City policy; advises City Council on the financial condition and future needs of the City; oversees City Council agenda preparation.

Oversees City expenditures, bidding procedures and purchasing functions and compliance with state and local laws; formulates and balances City and department operating budgets to maximize financial and human resources; reviews financial documents and reports and approves purchases, payments and requests for sensitive expenditures including travel, training and professional development; reviews budget projections, financial analysis and departmental operating budgets.

Appoint, 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. Coordinates efforts of various departments under the City organizational structure; administers through subordinates such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.

Supervises department heads, division heads and employees of Administration Department; negotiates with Police and Firefighter unions on labor issues and employee grievances; supervises the preparation of City Council agendas and communications with City Council; oversees state and federal grant applications and capital improvement projects.

Researches and responds to constituent inquiries and complaints in cooperation with appropriate staff; represents City to intergovernmental agencies, businesses and community leaders; serves as legislative liaison; represents the City on boards, commissions, and meetings as directed by the City Council; reviews staff reports and briefs City Council on matters submitted for consideration; reviews new legislation, professional journals, government reports and industry magazines for potential impact on City operations; maintains community respect through good public relations and by keeping residents informed of the City progress and policies.

Performs other duties as assigned or required.

Education & Experience

A Bachelor's degree in Public Administration, Business Administration, Finance or closely related field, and five (5) years experience in public administration including three (3) years at a Department Head or Division Manager level; or an equivalent combination of education and experience.

- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Knowledge of City and Department policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of strategic planning and budgeting principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of personal computer hardware and software.
- Skill in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in oral and written communication.
- Skill in establishing and maintaining effective working relationships.

Work Environment

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. May be exposed to repetitive motion and vision to monitor.

The City of Durant provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability/handicap, or status as a Vietnam-era or special disabled veteran in accordance with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.

Salary & Benefits

Highly competitive salary
commensurate with experience.

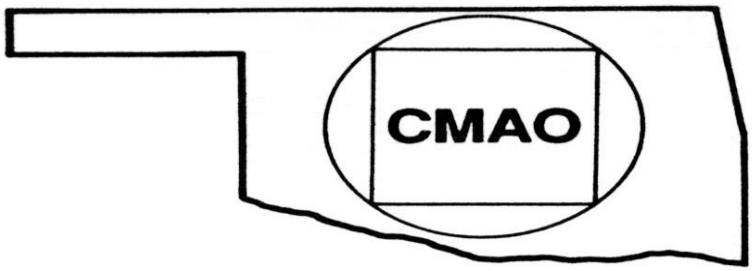
The City offers a competitive benefits package including health, vision and dental insurance, a competitive retirement investment program, vacation and sick leave.

An application deadline of Monday, September 9, 2019, is established, or until filled. Interested applicants should submit a cover letter, resume, five work-related references and salary history, to Oklahoma Municipal Management Services (OMMS), Durant City Manager Executive Search, 1141 East 37th Street, Tulsa, OK, 74105, or email to recruiter@okmms.org.

The City's median age is 32 and an average household income of $49,382. Through the efforts of the Durant Industrial Authority, the City's population has grown 33% and the monthly sales tax average has increased 120%. In addition, the average Per Capita Personal Income has increased 46% over the past 13 years.

The Choctaw Nation of Oklahoma is the third largest tribe in the United States, located in the heart of southeastern Oklahoma in Durant. The Tribe is building a $240 million central headquarters campus located on 80 acres to serve its 200,000 members. This will allow them to consolidate 30 different offices across Durant into one location.

Exhibit 4



CITY MANAGER ASSOCIATION OF OKLAHOMA

RESOLUTION NO. 2008-01

A RESOLUTION OF THE CITY MANAGERS ASSOCIATION OF OKLAHOMA CONCERNING THE PROPER HIRING PROCESSES FOR CITY MANAGERS IN THE STATE OF OKLAHOMA

WHEREAS, a number of entities have proposed guidelines and procedures concerning the hiring process, including the role of the public during the interview and selection of City Managers and Town Administrators in the State of Oklahoma;

WHEREAS, the City Managers Association of Oklahoma represents the interest of City Managers, Town Administrators, and other management professionals for municipalities within the State;

WHEREAS, the role of the public in the selection and interview process is an important issue for the municipalities and professionals involved in the selection process;

WHEREAS, the approval of guidelines concerning the selection process will benefit the public, municipalities, applicants and professionals involved in the selection process;

NOW, THEREFORE BE IT RESOLVED by the City Managers Association of the State of Oklahoma, as follows:

1. The requirement that applicants for vacant management positions be publicly disclosed is not required by law, and said disclosure will discourage good and qualified candidates from applying for vacant positions.

2. The interest of the public is protected in the selection process by the involvement of an elected body that represents the interest of the municipality and the public in the selection process.

3. The City Managers Association of Oklahoma recommends that all municipalities in Oklahoma respect the interest of applicants for management positions, create processes that encourage the greatest number of qualified candidates, and acknowledge the significance of confidentiality in the application and interview process for management positions.

4. All City Manager applicants are encouraged to submit this resolution with their application to inform municipalities of the importance of this issue for the profession in Oklahoma.

Approved by the membership of the City Managers Association of Oklahoma

CITY MANAGERS ASSOCIATION OF OKLAHOMA

Steven C. Whitlock, President