



*The City of  
Hugo, Oklahoma*

WOULD LIKE TO  
WELCOME YOUR INTEREST  
IN THE POSITION OF

CITY MANAGER

## ➤ THE COMMUNITY AND LEADERSHIP

The City of Hugo is located in southeastern Oklahoma approximately 10 miles north of the Texas state line. Hugo serves as the county seat of Choctaw County. The population is approximately 5200 and is anticipated to grow in the coming years.

Hugo has a council who is willing to work together to continue growth of our city. Hugo is a full-service city government providing Police, Fire, Water and Wastewater treatment plant, Distribution, and Public Works.

## ➤ PARKS

Hugo has three parks Ansley Park, Coral Lee Park, and The Elephant Trail. The Elephant Trail is adjacent to Stan Payne Field which is home to our mighty Hugo Buffaloes softball team. It also serves our youth league and many other tournaments like Cal Ripken & Babe Ruth.



## ➤ HUGO SCHOOLS

Hugo School District with the help of The City of Hugo and tax payers constructed a new high school for the district. The project was over 4 million dollars. We also were able to make improvements in our gym



## ➤ GOVERNMENT

The City of Hugo operates under the Laws of the State of Oklahoma as a City Manager form of Government. The City Council consist of five City Councilman one serves as a Mayor and another as Vice-Mayor. They are chosen by the city council.

The City Manager is responsible for all day to day activity.

## ➤ RELATIONSHIPS

The City of Hugo has worked very hard over the years to keep a great relationship with the County, Choctaw Nation, Hugo Schools, Little Dixie, and many more. With the help and relationship between these entities, Hugo has been able to thrive.

## POINTS OF INTEREST

CHOCTAW CASINO AND RESORT



HUGO LAKE



ENDANGERD ARK FOUNDATION



MT OLVIE CEMETERY



Hugo Frisco Depot Museum



PRCA Rodeo



Kelly Miller Circus



Carson and Barnes Circus



## ➤ QUALIFICATIONS

The position is for full time employment with benefits. Compensation is commensurate with experience. Applicants should have experience in management, public administration or a related field. The successful candidate will have proven communication skills, a history of sound decision-making ability, experience with budgets, strong conflict resolution skills and some experience facilitating economic development is desired.

## ➤ DUTIES

- 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 he may authorize the head of a department, an officer, or an agency to appoint, lay off, suspend, demote, and remove subordinates in such department, office, or agency;
- Supervise and control, directly or indirectly, all administrative departments, agencies, officers, and employees;
- 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 changes in the budget which he deems desirable;
- 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;
- Keep the Council advised of the financial condition and future needs of the City, and make such recommendations to the Council on matters of policy and other matters as may seem to him desirable

### ➤ How do I apply?

Interested candidates should submit in a sealed envelope, a cover letter, resume, and work-related references to the City Hall, 201 s 2<sup>nd</sup> ST. Your application will remain confidential. Position will remain open until filled. The City of Hugo is an equal opportunity employer.