



CITY OF SPENCER

OFFICE OF THE CITY MANAGER

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Spencer, Oklahoma 73084

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March 19, 2018

The City of Spencer

Vacancy Announcement

City Manager

The City of Spencer is seeking a forward-thinking City Manager to lead, guide, and direct the City of Spencer. The City of Spencer is a small but progressive community outside Oklahoma City and is currently experiencing a renaissance of its business community due to increased commerce and the diversification of its housing market. This positive turn of events will inspire growth within our school population, our property values, and may spur boundary changes for the City.

Essential Information

The City Manager is hired by the city council to supervise city departments, maintain the city budget and represent the municipality in a variety of settings.

Job Description

The City Manager is responsible for directing a variety of administrative processes that allow the city to operate. It is their job to implement and oversee policy crafted by city council. They are also responsible for documenting and presenting the city budget as well as interfacing with the community to develop

new programs. The City manager oversees all administrative tasks necessary for city operations, as well as implementing policies adopted by the city's elected leaders.

Job Duties

The City Manager is responsible for researching issues important to the city and advises the mayor and council on the best course of action. The City Manager is generally responsible for budget management, grant applications, grant reporting, department oversight, internal affairs and external relations.

The City Manager monitors, reports on and make recommendations regarding the city budget. This is typically accomplished by working with the mayor and heads of each department to make sure that city finances remain balanced. Budget reports are to be prepared and delivered to city leaders and the public regarding the fiscal state of the municipality.

The Department Head of each city department reports to the city manager. The oversight of these department heads allows for continuity of standards and policies across all city departments. Departments include parks and recreation, fire, police, and public works.

The City Managers directs internal city operations and external relations. Externally, the City Manager is responsible for hearing the concerns and requests of the community and bringing them to the government.

The City Manager must anticipate municipality needs and create programs to address them. Internally, the City Manager is responsible for implementing and overseeing policies to ensure all procedural requirements are followed. Based on research and community insight, the City Manager advises the city council and the mayor.

Compensation

The City Manager compensation is \$60,000 per year (negotiable based on documented experience) plus benefits.

Education

A Master's degree in public administration or other relevant field is preferred.

Please forward a hard copy of your resume and letter of application. Please provide a copy your high school diploma or other relevant training materials or transcripts to: City of Spencer, Attention Mayor Ware, PO Box 660 Spencer, Oklahoma 73084. Resumes and letters of application will be accepted until the position is filled.



City Manager

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Required Education	Bachelor's or master's degree in public administration or other relevant field
Salary	\$60,000.

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