The City of New Cordell, Oklahoma is currently soliciting resumes for the position of City Administrator. It should be noted that New Cordell operates under the Aldermanic form of government, detailed in 11 O.S. § 9-101 to 9-118, and the Council consists of eight Councilmembers and one Mayor.

New Cordell is located in the county seat of Washita County, Oklahoma, and it lies along U.S. Route 183. The census population was 2,867 in 2000, 2,915 in 2010 and estimated at 2,734 in 2019.

Cordell began when H. D. Young opened a general store, east of the present town, shortly after the Cheyenne and Arapaho lands were opened for non-Indian settlement in 1892. A post office named Cordell was established in the same year in Young’s store. In 1897, A. J. Johnson and J. C. Harrell convinced Young to move his store to the present site, where water was more plentiful and of better quality than in Old Cordell; the new location became known as New Cordell. In 1900, Washita County residents voted to move the county seat from the Town of Cloud Chief to New Cordell. The move was challenged in the court as illegal because only the territorial legislature could authorize such an action. In 1904, the Oklahoma Territorial Supreme Court ruled that the county seat must return to Cloud Chief. A Cordell attorney, Sam Massengale, later traveled to Washington, D.C. where he lobbied for a bill to make Cordell the official county seat; the bill passed the U. S. Congress in 1906. The county courthouse was destroyed by a fire in 1909. It was rebuilt by 1911 by the same architect who designed the Oklahoma State Capitol. Former Governor George Nigh called it the "...godfather of all courthouses in the state of Oklahoma." The Washita County Courthouse is listed on the National Register of Historic Places.

The selected candidate will perform responsible management, administrative, and professional duties as the chief executive officer of the City. The employee is expected to exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policies established by the City Council, State statutes, and federal laws, regulations, and guidelines. As the City Administrator, the employee will have overall responsibility for all City departments, including Community Services, Financial Services, Fire, Police, and Utilities, and the administrative oversight of the Trustee-appointed positions. The City Administrator shall provide a vision, innovative leadership, supervision, and general direction for the City management team, including the Department Heads, to coordinate their efforts toward achieving their departmental objectives.

Essential functions and duties include: assume daily responsibility for the accomplishment of a wide variety of administrative functions and tasks related to the smooth operation of the City, such as, preparing drafts of proposed ordinances and resolutions for the Board’s consideration; attend meetings and present information and recommendations deemed necessary or as requested by members of the Council; communicate orally, and in writing, with customers, the press, the general public, civic groups, and the City Council; evaluate organizational issues and problems and facilitate strategies to address issues and problems; maintain responsibility for intergovernmental relations with other cities, public and private organizations; provide overall organizational leadership and promote the organizational values; and, creates systems to facilitate and ensure maximum productivity of employees.
Any combination of training, education, and/or experience equivalent to a Bachelor’s Degree from an accredited college or university, preferably in Public or Business Administration along with five (5) years of progressively responsible experience in municipal government as a City Administrator/Manager or Assistant City Administrator/Senior Executive.

Starting salary is $75,000 annually, is competitive to the area and will be dependent upon qualifications. The City also offers a complete benefits package which is consistent with similar municipalities.

An application deadline of May 31, 2022 is established, or until filled. Interested applicants should submit a cover letter, resume, five work-related references and salary history, to OMMS, New Cordell City Administrator Executive Search, 7633 East 63rd Place, Suite 300, Tulsa, Oklahoma, 74133, or by email to recruiter@okmms.org. The City of New Cordell provides equal employment opportunities to all applicants for employment without regard of race, color, sex, age, religion, political beliefs, national origin, ancestry, age, disability or sexual orientation or any other terms, conditions or privileges of employment with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.