CITY MANAGER
LINDSAY, OK  73052

Lindsay, Oklahoma has a population of approximately 2,864. It sets at the crossroads of S. H. 76 and S. H. 19. Lindsay is about 45 minutes southwest of Norman, Oklahoma.

The Council is composed of a Mayor and six (6) Councilmembers. The City Manager leads the organization and oversees the day-to-day operations. The City Manager exercises the powers and duties as prescribed in the charter of the City of Lindsay.

Position Overview: City Manager will serve as the Chief Executive Officer of the City of Lindsay and the Trust Manager of the Lindsay Public Works Authority (LPWA) and will be responsible for directing the implementation of policies, programs and projects as directed by the City Council, City Charter, City, State and Federal law. The City Manager resolves citizens’ concerns and represents the city within the community, region and state as required. The City Manager prepares the annual budget for approval by the City Council. The important aspect to this position is the high-profile position as the city’s Chief Executive Officer and the overall responsibility for all city departments, including water, sewer and electric utilities, streets, cemetery, fire, police, dispatch and EMS. The Lindsay owns its electric utility, being a public power community.

The City Manager should provide visionary, innovative leadership, supervision, and general direction for the management team. The City Manager is responsible for directing the development and administration of the city budget and capital improvement program, overseeing development, planning and implementation of a strategic plan, goals and objectives to meet the operational needs of the city.

Candidate Profile: Preferably the successful candidates will have a minimum of five (5) years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager/Senior Executive. The preferred candidates must have experience in the following areas: strong financial and budgeting skills, planning and development, seek out grants, employee supervision, capital improvement construction projects, labor and contract negotiations. The successful candidate will have strong leadership and excellent people skills, effective verbal and written communications skills, ability to work with various groups in an effective manner, ability to work with staff to encourage a high degree of performance, ethics, and integrity.

Preferably the candidates possess a Bachelor Degree with an accredited college or university. History of municipal experience may be substituted for college accreditation.

Salary is commensurate for the area and will depend on qualifications. The city offers a competitive benefit package which includes Health/Dental/Vision insurance programs. The city participates in excellent retirement programs both a Defined Benefit Plan and Defined Contribution plan with the Oklahoma Municipal Retirement Fund. The city offers holiday, vacation and sick leave accruals.

Position is open until filled. Interested applicants should submit a resume with five work related references and salary history. Attention, Lisa Lewis, Deputy City Clerk, P. O. Box 708, Lindsay, OK  73052. Resumes may also be emailed to lisa@ci.lindsay.ok.us

City of Lindsay is an Equal Opportunity Employer.