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City Manager: Sallisaw, Oklahoma

AUGUST 19, 2024

Listing Title:

City Manager: Sallisaw, Oklahoma

Listing Description

The City of Sallisaw, Oklahoma is currently soliciting applications for the position of City Manager. Sallisaw is a city and county seat in Sequoyah County, Oklahoma. Sallisaw was founded in 1886 and was the name of one of the 22 Arkansas River steamboat landings between Fort Smith and Fort Gibson. Sequoyah, the Cherokee Indian who created the written alphabet of the Cherokee Nation, once lived in Sallisaw and his cabin, which was built in 1829 still stands today as a National Historic Landmark. Modern Sallisaw's beginning as a permanent community began in 1887, when Argyle Quesenbury and Will Watie Wheeler laid out lots for a town in the Cherokee Nation.

As of the 2020 U.S. Census, Sallisaw, Oklahoma is part of the Fort Smith, Arkansas-Oklahoma Metropolitan Statistical Area, which is a five-county area include three Arkansas counties and two Oklahoma counties. The total Fort Smith Metropolitan Statistical Area population in 2020 was 298,592 people. Additionally, the 2024 population estimate for Sallisaw, Oklahoma is 8,641.

The City of Sallisaw operates under the Council-Manager form of government with a Charter. The selected candidate will execute the laws and ordinances and administer the government of the City; prepare an annual budget and implement the budget after adoption; submit a monthly financial report to the Board of Commissioner that is cumulative to the fiscal year end; attend the meetings of the Board of Commissioners to take part, advise, and provide recommendations for the City; exercise supervision over all municipal employees either directly or through subordinate department heads excluding the City Attorney, City Treasurer, Municipal Judge, and Elected Police Chief.

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

The position requires a minimum of a bachelor's degree from an accredited four-year college or university and demonstrated career with increasingly responsible managerial experience in a comparable or larger community, or equivalent executive position; excellent interpersonal, communication, presentation skills; and, an open participative management style to lead a seasoned administrative staff; proven experience in budget/financial management, employee/labor relations, consensus building, strategic planning, infrastructure maintenance, and capital project implementation. \$28.5 million general fund budget; \$48.8 million municipal authority budget; \$3.8 million capital improvement budget; \$2 million infrastructure improvement budget; 149 employees; and a full-service organization. In addition to traditional government services, the City of Sallisaw operates a cemetery, general aviation airport, regional landfill, electric distribution system, and a telecommunications system.

An application deadline of September 16, 2024, 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), Sallisaw City Manager Executive Search, 7633 East 63rd Place, Suite 507, Tulsa, OK 74133, or email to recruiter@okmms.org (<mailto:recruiter@okmms.org>). The City of Sallisaw 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.

(Job) Location:

Sallisaw, OK


Website Address (please do not delete the http://):

<http://www.okmms.org/jobs> (<http://www.okmms.org/jobs>)

Listing Expiration Date:

09/16/2024

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City Treasurer - Purcell

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