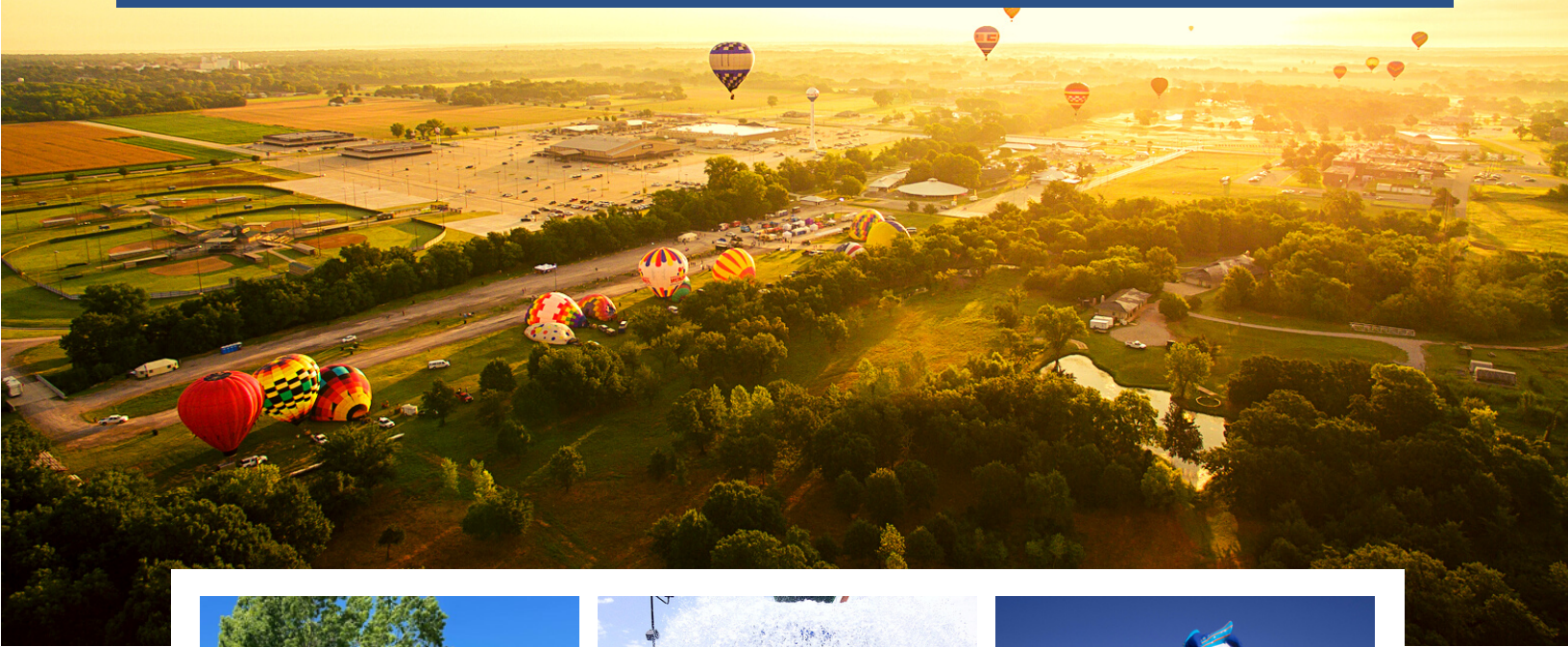


Assistant City Manager



Are you passionate about leading positive change through collaboration?

Shawnee features small town values and charm with big city amenities. It is the center of commerce, education, and culture. Shawnee is a place of family and community - with optimism for the future.



Welcome to Shawnee!

Shawnee has a strong sense of community and is rich in both history and diversity. Located 35 miles east of Oklahoma City, Shawnee has a growing population of now over 31,000. Situated within Pottawatomie County, Shawnee serves as a centralized location for healthcare needs, educational pursuits, housing choices, retail and consumer options. The City is home to Oklahoma Baptist University and Gordon Cooper Technology Center, and also serves as a regional medical hub.

Shawnee is home to an international manufacturer base. Recent major private-sector developments include a substantial expansion at St. Anthony Hospital, extensive growth at Oklahoma Baptist University, and a new commercial shopping center with more retail experiences planned for the near future.

Shawnee strives to provide excellence in City services and the highest quality of life for its residents. The City is home to a great public school system, safe neighborhoods, quality dining and shopping, and many outdoor recreation amenities!

For more information about Shawnee go to VisitShawnee.com



The Ideal Candidate

Shawnee is seeking a strong leader and community builder who can work closely with the City Manager to achieve community and organizational goals. The ideal candidate will work well with a diverse constituency and be a highly visible and active part of the community. This position calls for:

- Strong integrity and a commitment to ethics.
- Ability to foster an environment of transparency and trust.
- Demonstrated ability to lead, manage, and delegate – must be an effective mentor and team builder and provide a positive atmosphere for employees.
- Strong communication and project management skills.
- A receptiveness to new ideas and innovative approaches that advance the City through creative problem-solving.
- A commitment to staff development, inspiring and building a team of committed professionals.
- A demonstrated ability to work collaboratively with community stakeholders.

EXPERIENCE AND EDUCATION

The successful candidate will have a bachelor's degree from an accredited university in public administration or a related field; a master's degree is preferred.

The candidate will also have a minimum of three years of experience in senior-level municipal management; five or more years of experience is ideal.

Credentialing through recognized municipal management programs is preferred.



Top 3 Opportunities

1

Lead Core Initiatives

In close collaboration with the City Manager, provide leadership on an array of programs and projects, including the development of the five-year Capital Improvement Plan, coordination of the strategic and long-range visioning process, and the implementation of fiscal sustainability initiatives.

2

Engage the Community

Assist the City Manager and the leadership team in the identification and implementation of initiatives that build trust, foster relationships, and promote equitable services for the community. Partner with all members and stakeholders of the community and work together to authentically support sustainable growth.

3

Embrace the Team Environment

Support and participate in teamwork at every level of the organization. Collaborate with fellow members of the city management team and foster an overall atmosphere of trust and genuineness.





Apply
Today!

COMPENSATION AND BENEFITS

The City of Shawnee is offering a competitive salary commensurate with experience and a comprehensive benefit package, including relocation expenses. The expected salary range is **\$95,000-\$115,000/DOE**. The City participates in the Oklahoma Municipal Retirement Fund with a very generous retirement plan.

APPLICATION PROCESS

To apply, submit letter of interest, résumé, and City application form. Application forms can be obtained at: ShawneeOK.org

Application materials may be submitted electronically or mailed to:
City of Shawnee Human Resources Department
Attn: Jennifer Greenland, HR Director, PO Box 1448 Shawnee, OK 74802

Contact Us Today For Additional Information

(405)-878-1669

jennifer.greenland@shawneeok.org