



THE CITY OF COMMERCE

918-675-4373 — FAX 918-675-4039

Mayor – Michael Hart — City Clerk – Shonna Stovall

City Council Members

Katy Tompkins - Ward 1 – Elijah Redden - Ward 2 – Sandra Ross - Ward 3 – Jim Long - Ward 4

City Attorney – Erik Johnson — City Public Works Director – Jeb Jones



On The Route To The Future — 300 Commerce Avenue, Commerce, OK 74339

Job Description City Operations Manager

GENERAL PURPOSE: Under administrative direction of the Mayor, City Council, serves as the City Operations Manager responsible for the analysis, development, implementation and coordination of all City policies and programs; directs the activities of the departments, and assures compliance of all department activities with City Council goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal advisor to the Mayor, City Council; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and policies, and recommends and implements solutions; identifies and monitors goals and objectives; assures effective communication of actions required to meet the needs of internal and external customers.
- Develops and directs strategies to meet City Council goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects; assures the efficient delivery of high quality public services.
- Monitors and directs organization and operations; develops and approves recommendations for improving City operations and processes; directs the development and administration of the City budget; assures the effective and efficient use of budget, funds and resources.
- Meets regularly with Department Directors to provide leadership and direction; analyzes and evaluates issues and proposals, and directs the implementation of solutions; trains, motivates and evaluates staff, and provides leadership, direction and coaching; effectively addresses personnel issues in order to promote a productive and healthy work environment.
- Plans, coordinates, and directs operations; interprets and authorizes exceptions to standard policies and procedures; negotiates agreements and signs legal documents, official reports and correspondence.
- Coordinates City Council and community meetings; prepares and presents reports for internal and external audiences; coordinates with Federal, state and local officials, agencies, organizations, boards and commissions.
- Monitors and reviews trends in municipal government issues, and recommends operational and policy improvements; manages public relations and official communications.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree preferred or a minimum of five year's municipal government supervisory or management experience.

Required Licenses or Certifications:

- Must possess a valid Oklahoma Driver's License
- Must possess a minimum of an ODEQ C Water Operators and C Wastewater Operators license within one year of hire.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, contract management, and employee supervision.
- Applicable state and Federal statutes, rules, codes and regulations.
- Duties, powers, authorities and limitations of a municipal manager.
- Legal, ethical and professional rules of conduct for public sector employees.
- Techniques and methods for long-range strategic and financial planning.

Required Skill in:

- Creating a harmonious work environment that fosters teamwork, creativity, a spirit of service, and a high standard of ethics.
- Analyzing complex administrative and operational data and issues, interpreting laws and regulations, evaluating alternatives, and implementing changes based on findings.
- Assuming executive-level responsibilities and making appropriate decisions, while assuring compliance with City goals and objectives.
- Developing and implementing long-range fiscal and operational plans.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Exercising controlled discretion and mediating difficult situations.
- Assuring the City's compliance with all laws, regulations, and rules.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and in a field setting.