

The City of
Stillwater
OKLAHOMA



ASSISTANT CITY MANAGER - INNOVATION

CITY OF STILLWATER, OKLAHOMA

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



THE COMMUNITY

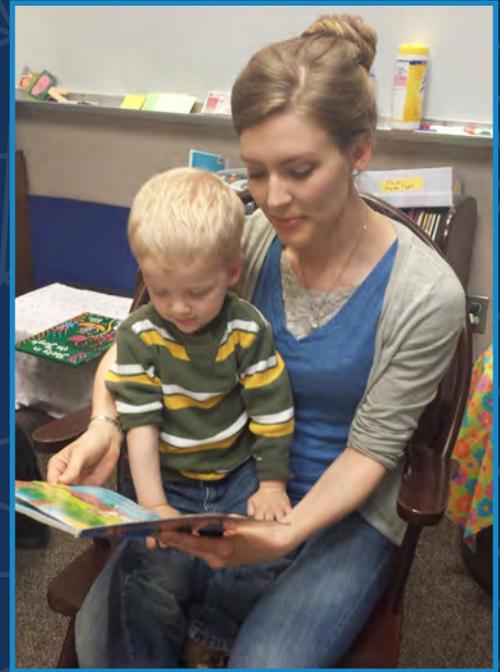
Stillwater is a college town with spirit, culture, energy, youthfulness, diversity, and unity; we are anything but still; we are alive and vibrant.

Located in north-central Oklahoma, Stillwater is the area's shopping, dining, and recreational hub. Stillwater is a vibrant city of approximately 50,000 residents, conveniently located just 20 miles east of I-35, and just one hour from Oklahoma City and Tulsa and one and a half hours from Wichita, Kansas.

Numerous community events and activities are hosted year-round, including festivals, concerts, marathons, cultural exhibits, musical performances, and athletic events. Attractions abound in Stillwater and in the North-Central Oklahoma region. Being home to Oklahoma State University (OSU) affords athletic and cultural events that are primary attractions for a large percentage of Stillwater's visitors, as well as residents. On OSU game days, the City bleeds orange. Everyone is proud of OSU and the color orange is incorporated into store signage, advertisements, and clothing. Stillwater's population doubles for every OSU home football game with homecoming being its biggest weekend. In addition to hosting Division I sporting events, 2019 brings the opening of OSU's McKnight Center for the Performing Arts, a new world-class facility suitable for traveling Broadway shows.

Stillwater is an education community as evidenced by OSU, Northern Oklahoma College-Stillwater, Meridian Technology Center, Oklahoma Department of Career and Technology, and a high-quality K-12 public school system. Stillwater's public school system is recognized as one of the most desirable in the state. We excel at educating our youth and preparing them as our future. Stillwater's graduation rate of 89% exceeds the Statewide rate of 84.5%; there are 35 national board-certified employees; 42% of employees hold master's degrees; and 5% hold doctoral degrees.

Stillwater is a growing community as demonstrated by its recent economic development growth. The number of hotels has almost doubled, bringing the number of rooms to around 1,400. Stillwater Regional Airport (SWO) now offers commercial air service to and from Dallas Fort Worth International Airport. In less than two years, more than 100,000 passengers received air service to and from Stillwater.



THE COMMUNITY CONTINUED

Stillwater has an extensive amount of parkland, with more than 20 parks, playgrounds, ball fields, splash pads, and more. We are home to Lake McMurry, Lake Carl Blackwell, and Boomer Lake, each with great walking and biking trails. The Botanic Garden at Oklahoma State University covers more than 100 acres with thousands of species of flowers, shrubs, grasses, and trees, and it features specialized gardens such as butterfly and organic gardens, turf and nursery research centers, and a Centennial Grove. It also has a 4.5-acre studio garden where OETA's show *Oklahoma Gardening* is filmed.

QUICK FACTS



**2017
POPULATION
ESTIMATE:**
49,829



**HIGH SCHOOL
GRADUATES
OR HIGHER**
77%



LABOR FORCE
25,000



**BUSINESSES
AND FIRMS**
3,336

- World-renowned industries and technologies: Stillwater Design/Kicker, Interworks, Frontier Electronic Systems, ASCO Aerospace USA, National Standard, Armstrong, SST Software
- Grassroots upstarts: Aspen Coffee Company, Billy Goat Ice Cream, Iron Monk Brewery, Holy Cow Couture, OnCue, Ocean Dental
- Home to the National Wrestling Hall of Fame
- Stillwater Medical Center serves all of north central Oklahoma with more than 1,200 employees and 100+ physicians representing more than 30 specialties
- Stillwater Medical Center, through expansion of their medical campus, offers services from cancer treatment through wound care, fitness through nutrition.
- Consumer spending averages \$2,422 per household for retail, service, and entertainment
- Young Professionals of Stillwater exists to organize cultural and educational options locally
- Stillwater provides the services and opportunities for all ages and walks of life: raise a family, earn a degree, obtain employment, be involved in the community, retire in place.



CITY GOVERNMENT

The City of Stillwater is a goal-oriented organization which strives to benefit the community by employing a philosophy of team work, integrity, innovation, and leadership.

The City operates under a council-manager government system, in which an elected city council is responsible for making policy, passing ordinances, and approving the City's budget. The Council appoints a city manager who implements the policies adopted by the council.

The City is served by a workforce of 527 full-time employees and has a combined operating and capital budget of \$109 million. In addition to the water and wastewater utilities, Stillwater has an electric utility operated under the Stillwater Utilities Authority. Other direct services provided by City staff include police protection, fire protection, ALS level emergency medical service, development services, parks and recreation, library, streets, storm drainage, solid waste collection, airport, and golf course.

In 2018, the City Council approved the Stillwater (Re) Investment Plan (A Stillwater Downtown/Campus Link Project Plan) to achieve the City's development objectives, improve the quality of life for its citizens, stimulate private investment, and enhance the tax base. At the heart of this project is the nourishment of the downtown as a special and unique place within Stillwater and to seamlessly link the campus and downtown.

Recently, a city-owned block in the heart of Downtown Stillwater gathered momentum as a public gathering space, inspiring pride in Stillwater to visitors and residents alike. A grassroots cultural district looks to attract visitors by capitalizing on the Prairie Arts Center, Modella Art Gallery, OSU Museum of Art, Stillwater Public Library, Sheerar History Museum, and the Stillwater Community Center, each located in the heart of the Downtown/Campus Link Project Plan.



LEADERSHIP AND INNOVATION

The Assistant City Manager – Innovation will report directly to the City Manager and will be a key member of the administrative team. The primary focus of the ACM - Innovation will be on creatively addressing issues that are prioritized through organizational studies and evaluations to identify projects that align with the City's vision and goals.

Improvement in the effectiveness and efficiency of programs and services within any department or interdepartmentally is to be pursued. The ACM - Innovation will work closely with departments in the development of timelines and milestones as well as preparation of reports on progress of projects. The ACM - Innovation will be knowledgeable in “lean” practices to eliminate waste and realize greater efficiencies. The chosen candidate will pursue strategic innovation and recommend policies to the City Manager and City Council that can enhance service delivery.

The ACM - Innovation will aggressively interact with relevant organizations at the local, state, and national levels to identify best practices employed in other municipalities. Opportunities to create private, non-profit, and public partnerships that add value to the City shall be pursued as well.





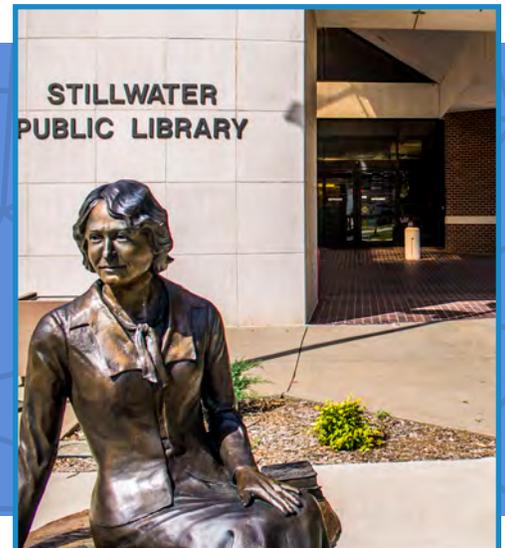
IDEAL CANDIDATE

Desired candidates will have demonstrated the ability to collaborate closely with department directors, project managers, staff, and elected officials to identify customer needs, create solutions, and support innovation projects in alignment with the greater City vision and goals.

Candidates should be experienced in developing and maintaining a process management and improvement system to determine results, successes, and lessons learned from implementation of projects. Success identifying and gaining external funding for projects is highly desired.

The desired candidates should have demonstrated complex internal management analysis, with an emphasis on collecting, analyzing, and summarizing large amounts of data into useful information; developing process maps; facilitating work sessions; and coordinating work tasks with other departments and assisting departments with operational decisions or modifications of departmental procedures.

Experience is desired in proactively communicating City programs and plans to the City Council and the general public.



COMPENSATION & BENEFITS

The starting salary range is \$100,000 to \$125,000 DOQ/E. A full range of leave and insurance benefits is provided.



EDUCATION, EXPERIENCE, & TRAINING

A bachelor's degree in business administration, public administration, industrial engineering, information technology, or a related field is required. A master's degree in business administration, public administration, organizational leadership, or a related field is preferred. Three years of senior-level experience in a municipal government organization or as a consultant to municipal governments is required. Training in Lean Six Sigma, Denver Peak Academy, Project Management (PMP), or equivalent is highly preferred. Three years of increasingly responsible professional-level experience with analytics or performance management in executing large-scale performance, process improvement, or other projects is desired.

APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Gary Holland, Senior Vice President
Strategic Government Resources
GaryHolland@GovernmentResource.com
405-269-3445

This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Stillwater is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



RESOURCES

City of Stillwater
stillwater.org

Stillwater Chamber of Commerce
stillwaterchamber.org

Stillwater Public Schools
stillwaterschools.com

**Stillwater Convention
and Visitor's Bureau**
visitstillwater.org

