

City of Sallisaw, Oklahoma

City Manager Executive Search Advertisement

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. 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.



CITY MANAGER

CITY OF SALLISAW, OK



The Community

The area now known as Sallisaw was the name of one of the 22 Arkansas River steamboat landings between Fort Smith and Fort Gibson in the 1840s and 1850s. The name Sallisaw is French and means “salt provisions”. This name was selected because the French who hunted this area salted bison meat there. English naturalist Thomas Nuttall recorded the name *Salaiseau* during his exploration of the area in 1819 and the area has been known as Sallisaw ever since.



The organized settlement of Sallisaw can be traced back to 1887 when Argyle Quesenbury and Will Watie Wheeler laid out lots for a town. The mostly Cherokee town was not incorporated until 1898. In the early 1900s, Sallisaw’s economy largely rose and fell with the price of cotton before a drought that plagued most the Oklahoma. Then the economy turned to lumber from hardwood and pine forests but mostly oil, natural gas, and coal were the mainstays of the economy.



The Community

In present day, Sallisaw is a city in Sequoyah County, Oklahoma. The population was 8,510 at the time of the 2020 census and is part of the Census Bureau's Fort Smith, Arkansas-Oklahoma Metropolitan Statistical Area, which is a five-county area including three Arkansas counties and two Oklahoma counties. The total Fort Smith Metropolitan Statistical Area 2020 population was 298,592. The 2024 population estimate for Sallisaw is 8,641.



Sallisaw Public School District is a public school with approximately 1,825 students in grades PK-12 with a student-teacher ratio of 15 to 1, according to www.niche.com.

The City Sales tax rate is 4% and totaled over \$7 million in the 2023-2024 Fiscal Year.



Governance and Organization

Incorporated in 1898, the City of Sallisaw operates under the Commissioner-Manager form of government with a Charter. The City Commission is composed of 4 Commissioners and a Mayor, which are all elected by the citizens. The Commissioners are set up on staggered terms, two Commissioners are filled one year, and then followed by one Commissioner seat, which is then followed by the next two seats, the year after. All terms are three-year terms. The City Commission sets policy for the City, approves the annual budget, and enacts legislation to provide for the safety and welfare of the City. The elected governing board members of the City Commission also serve as the Trustees of the Sallisaw Municipal Authority, Sallisaw Library Authority, Sallisaw Economic Authority, and Sallisaw Industrial Finance Authority.

Sallisaw is a full-service municipal corporation that provides water, wastewater, electric, telecommunications, library, police, fire, municipal airport, municipal swimming pool, animal control, sanitation and landfill, municipal cemetery and numerous parks, including a rodeo arena.



Major Projects

Aquatics Facility

Demolition of existing facilities about 90% complete and preconstruction meeting in early August for new, updated amenities.

Skateboard Park

In the design phase with construction to begin after the completion of the aquatics facility.

Street Asphalt Program

Budgeted \$550,000 overlaying streets throughout the city to ensure they are being maintained.

Lift Station Improvements

Improvements have been designed and updates for two additional lift stations are budgeted for FY 2025.

Sewer Line Improvements

Budgeted \$250,000 for sewer line improvements in addition to the Drake Road extension, which has been designed.

Wastewater Treatment Plant Improvements

Budgeted funds for Weir installation for a small clarifier.

Water Improvements

Received an OWRB Grant to replace an existing water line, obtained from a rural water district, for Water Loop.

Landfill Improvements

Construction on a landfill cell with plans to be complete by the end of 2024. Waiting on official response for permitting additional 64 acres.

About the Position



In Sallisaw, the City Manager is a community manager with essential functions and duties that include:

- Executes the laws and ordinances passed by the Commission.
- Administers the government of the City.
- Prepares and implements the annual budget.
- Provides monthly financial reports.
- Provides professional advice to the Commission and general public.
- Communicates official plans, policies, and procedures to staff.
- Assures that the assigned areas of responsibility are performed within budget.
- Determines work procedures, schedules, and workflows.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Oversee all 149 Full-time Employees, with assistance from Department Heads

In Sallisaw, the City Manager works closely with the:

- Airport Advisory Board
- Board of Adjustment
- Chamber of Commerce
- Cherokee Nation
- Planning and Zoning Commission



Ideal Candidate

The selected candidate will direct and manage the functions of the City while performing high-level administrative, technical, HR, and professional work in directing and supervising the administration of city government. They will work under the broad policy guidance of the City Commission and will exercise supervision over all municipal employees either directly or through subordinate supervisors excluding the City Attorney, City Treasurer, City Judge, and Elected Police Chief, as these employees (besides the Chief) are appointed directly by the City Commission.

The City Manager does not need to be a resident of the City or state at the time of appointment, but shall reside within the City while in Office.



Education and Experience

The Commission, by a majority vote of its total membership, shall appoint a City Manager for an indefinite term and shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local government management. The minimum qualifications are:

- Graduation from an accredited four-year college or university with at least a bachelor's degree.
- Demonstrated career with increasingly responsible managerial experience in a comparable position.

Compensation & Benefits

The City of Sallisaw is offering a competitive salary to the area and will be dependent upon qualifications. The City's benefits package includes medical, dental, vision, life insurance with vacation and sick leave and an Employee Assistance Program. The City of Sallisaw participates in the Oklahoma Municipal Retirement Fund.



Application Process:

Interested applicants must submit a cover letter, resume, five work-related references, and salary history to OMMS, Sallisaw City Manager Executive Search, 7633 East 73rd Place, Suite 507, Tulsa, OK 74133 or by email to recruiter@okmms.org no later than September 16, 2024.

Oklahoma Municipal Management Services

The City of Sallisaw provides equal employment opportunities to all applicants without regard of race, color, sex, age, religion, political beliefs, national origin, ancestry, age, disability, or sexual orientation or any other terms, conditions or privileges of employment with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.

Resources:

City of Sallisaw
www.sallisawok.org

Sallisaw Chamber of Commerce
www.sallisawchamber.com

