

# CITY OF stillwater, oklahoma

The City of  
*Stillwater*  
OKLAHOMA  

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STILL PIONEERING

Photos from the City of Stillwater's Photo Collection.

## CITY MANAGER POSITION PROFILE

### the community

Stillwater, the county seat of Payne County, is comprised of 28 square miles located in north central Oklahoma near the geographic center of the country. This vibrant, growing community of nearly 50,000 is conveniently situated at the intersection of US-177 and State Highway 51, within an hour's drive of the state's two largest cities – Oklahoma City and Tulsa. Home to Oklahoma State University (OSU) and host to its more than 25,000 students, Stillwater is a hub of innovation for business, energy, manufacturing, and industry. Known for its safety, friendliness, quality neighborhoods, and excellent schools, this city born in the Oklahoma Land Run is “Still Pioneering.”

Stillwater traces its origin to a short lived “Boomer” settlement located near the northern boundary of the “Unassigned Lands” in 1884. The original Stillwater townsite was later established not far from the site of the failed settlement in the Land Run of 1889. The first town charter was adopted that same year, and Congress designated Stillwater as the seat of territorial Payne County in 1890. Oklahoma Agricultural and Mechanical College (now known as Oklahoma State University) was established by the territorial legislature in 1890, and dedicated its first brick building in 1894. Downtown Stillwater consisted of more than fifty buildings by statehood (1907), and the city has grown steadily since that time. Today, Stillwater is the tenth largest city in Oklahoma.

The City's diverse economy contributes to its high degree of stability, fast becoming a business center for engineering, electronics, and computer companies. Stillwater is home to Frontier Engineering, the Noble Agricultural Research Center, and the Wes Watkins Center for International Trade on the OSU Campus. Oklahoma State University, the largest employer in the City, is well known as a state-of-the-art land grant institution; especially recognized for research, teaching and innovation in agricultural sciences, aerospace engineering and human sciences among other top-notch programs. Widely known manufacturing and technology companies in Stillwater include Armstrong World Industries, ASCO Aerospace USA, , Nomadics, Kicker/Stillwater Designs, and Landauer National Standard.

## the community, continued

The City of Stillwater, through the Office of Consumer Business Development, is further expanding the economy by attracting new retail business and supporting the expansion of existing retail establishments. A long-term partnership with the Stillwater Chamber of Commerce has fostered entrepreneurial growth and industrial development, such as the recent opening of Asco Aerospace USA in the Stillwater Industrial Corridor. The civic leadership of the City is known as business friendly and forward thinking. Other economic development partners include the Business Improvement District in downtown Stillwater, Meridian Technology Center, and OSU's Oklahoma Technology and Research Park.

Stillwater is recognized nationally as one of the 100 best places to live in the US on Livability's 2016 list, and one of the top 25 places to retire in the country by TIME Inc./Money Magazine in 2015. The Downtown Halloween Festival was named one of the Top Halloween Festivals by USA Today in 2014.

Other major events in Stillwater include the annual Stillwater Arts Festival, the Boomer Blast Fourth of July Fireworks Show, and OSU Homecoming "Walkaround" and Parade. The Multi Arts Center is a public community arts facility that promotes the arts and artists and offers classes in cooking, glass blowing, pottery and weaving. Community entertainment includes the Town and Gown Community Theater and the Stillwater Community Band, which has offered free community concerts for 18 consecutive seasons. The city is also home to the OSU Botanic Gardens, the OSU Postal Plaza Art Museum, National Wrestling Hall of Fame, Sheerar Museum, and other smaller museums. Numerous restaurants, wine bars, sports bars, and a vibrant downtown night life set Stillwater apart from other communities its size.

With numerous Big 12 Conference collegiate sports on the OSU campus, nearby Oklahoma City's NBA Thunder and OKC Dodgers baseball venues in the popular Bricktown entertainment area, and Tulsa Drillers baseball, Stillwater is a sport's enthusiasts dream. Payne County was named by Golf Digest as one of the top four college counties for golfing retirees. Karsten Creek, designed by nationally-renowned designer Tom Fazio, opened in 1994. Lakeside Memorial Golf Course, the municipal course, was rebuilt and reopened in 1998. Stillwater Country Club also operates an eighteen hole golf course.

Lake McMurtry Natural Resource and Recreation Area offers fishing, waterfowl hunting, kayak rentals, bike and pedestrian trails, and campsites. Boomer Lake's three-mile loop around the lake is among many walking and multi-use trails in Stillwater. This recreation-loving City boasts approximately 5,000 acres of park lands and lakes as well as a municipal pool, senior activity center, and numerous youth and adult sports.

The Stillwater Public School System is a state leader for overall student achievement test scores and graduation of National Merit Scholars. Nine campuses serve more than 6,200 students in grades K-12 including six elementary schools, one middle school, one junior high school, one high school, and the Lincoln Academy. There are also four private schools available within the community.

For those seeking a higher education, OSU offers 141 bachelor's and post-graduate degree programs to more than 25,000 students. Nearby Langston University provides 2,400 students approximately 56 undergraduate and graduate degree programs. The Stillwater campus of Northern Oklahoma College is a Gateway Program that serves 1,700 students in general education courses. The Meridian Technology Center, a career and technology center, serves Stillwater and neighboring communities.

The 119-bed Stillwater Medical Center, an integral part of the community, provides a wide range of surgical and comprehensive medical services. This not-for-profit public trust hospital offers the latest technology and the highest standard of patient care. Several family and urgent care medical centers also serve Stillwater residents.

The City also operates Stillwater Regional Airport, one of the busiest in Oklahoma, which serves both commercial and general aviation, and Stillwater Public Library, widely recognized for its extensive collections, programs, and state of the art facilities. Stillwater is the only "Certified Retirement Community" in Oklahoma, offering many unique living opportunities for retirees and seniors.

The median home value in Stillwater is \$151,300 and the median household income is \$31,243. The sales/use tax is 8.813%, of which 3.5% is designated for the City. Ad valorem property tax does not fund municipal operations in Oklahoma.

# CITY MANAGER POSITION PROFILE





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## governance & organization

The City of Stillwater operates under a Council-Manager form of government. The City Council is comprised of a Mayor and four Council members elected at-large and serving staggered three-year terms. The City Council appoints a professional City Manager to lead and manage the day-to-day operation of the organization. The City Attorney and Municipal Judge are also appointed by the City Council.

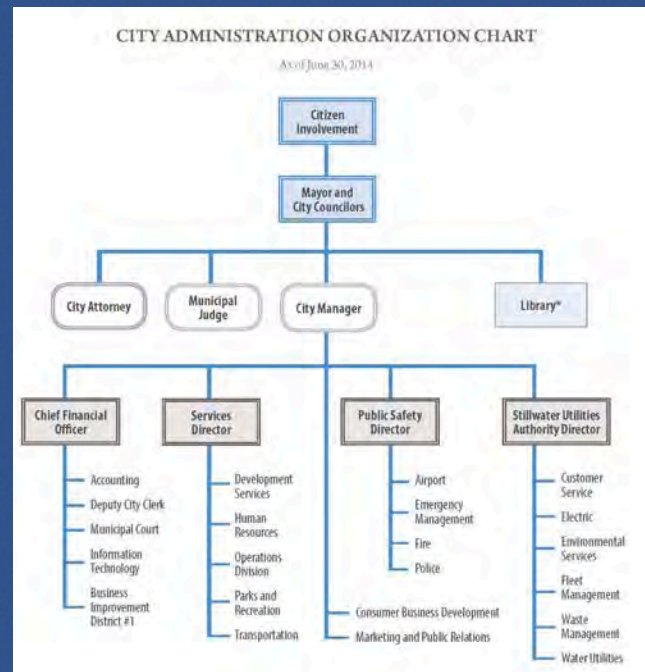
Through City Council leadership, City Staff is dedicated to providing excellent customer service and serving the needs of the community. The City has been recognized with the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 32 consecutive years and enjoys a General Obligation Bond Rating of AA- from Standard and Poor's.

The City Manager oversees 527 employees and a combined annual budget of over \$109 million. The City Manager's executive team consists of the Chief Financial Officer, Chief Operating Officer, Public Safety Director, and Stillwater Utilities Authority Director. Consumer Business Development and Marketing and Public Relations are also under the City Manager's direct authority.

The City Manager also serves as the chief executive of two public trusts: the Stillwater Utilities Authority, operator of electric, water, wastewater, and solid waste disposal utilities, and the Stillwater Economic Development Authority, a community development clearinghouse.

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

The City has collective bargaining agreements with the Fraternal Order of Police and the International Association of Firefighters.



## leadership & innovation

Key priorities for the new City Manager include:

- Economic Development, retail development, and appropriate utilization of Tax Increment Financing (TIF)
- Consistent delivery of quality customer service
- Downtown redevelopment, with particular emphasis on the development of a two block area that is the subject of a current feasibility study
- Establishing and maintaining strong, positive working relationships with university administration and community leaders, including new Chamber of Commerce and hospital directors as well as a new school superintendent
- Establishing and communicating a clear vision for the future of the community to City staff and the public
- Expediting efficient project approval for the City's development review process
- Timely completion of a new 56MW electric power generation facility
- Implementation of "Water 2040," a \$50 million water infrastructure project
- Inauguration of scheduled commercial airline service at Stillwater Regional Airport.
- Completion of major street projects, including Hwy 51/177 intersection rebuild, Western Road widening, and various "Pavement Management System" improvements
- Adoption of "revenue transfer" policies for utility revenue surpluses to the General Fund

## ideal candidate

The Stillwater City Council seeks a world class City Manager who is a problem-solver and global/visionary thinker with a proven record of creativity and innovation. Ideal characteristics of the chosen candidate will be someone with a “can do” attitude, positive perspective, and good sense of humor.

The successful candidate will be an exceptional communicator with a collaborative management style. Recruiting and retaining a high quality, diverse workforce, dedication to outstanding customer service, and fostering a culture of accountability will be essential for the next City Manager.

Additional qualifications of the ideal candidate include:

- Ability to promote public participation in the decision-making process
- Experience in planning, redevelopment, annexation, budgeting and finance
- Strong public relations skills, along with excellent oral and written communication skills
- Ability to work with the City Council and willingly keep them informed
- Ability to work with various public entities at all levels, including the university
- Ability to develop and promote a vision for the community
- Demonstrated high energy and ability to embrace challenges
- Successful economic development track record, knowledge of, or experience with TIF's, and the ability to represent the City in economic development planning and negotiations

## education & experience

A bachelor's degree from an accredited college or university with major coursework in public administration, political science, business administration, or a related field is required. A master's degree in Public Administration or a related field and designation as an ICMA Credentialed Manager are preferred.

The selected candidate must have seven to ten years of city management experience. Candidates with assistant city management or senior-level public sector experience with a strong skill set matching the needs of the City of Stillwater may be considered. Experience in a university community is a plus.

## compensation & benefits

The City of Stillwater offers a starting salary up to \$175,000 depending on qualifications and experience. A full range of leave and insurance benefits and a car allowance is provided.

## application process

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

For more information about this position, contact:

**Gary Holland, Senior Vice President**

Strategic Government Resources

[GaryHolland@GovernmentResource.com](mailto:GaryHolland@GovernmentResource.com)

405-269-3445

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

## resources

**City of Stillwater**

[www.stillwater.org](http://www.stillwater.org)

**Stillwater Chamber of Commerce**

[www.stillwaterchamber.org](http://www.stillwaterchamber.org)

**Oklahoma State University**

[www.go.okstate.edu](http://www.go.okstate.edu)

**Stillwater Public Schools**

[www.stillwaterschools.com](http://www.stillwaterschools.com)

**Stillwater Convention and Visitor's Bureau**

[www.visitstillwater.org](http://www.visitstillwater.org)



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