

## **Exhibit 2**

### **City of Durant, Oklahoma City Manager Job Description**

#### **DEFINITION**

Under general direction of City Council, the city manager shall be the chief executive officer and head of the administrative branch of the city government. He or she shall execute the laws and administer the government of the city, and shall be responsible therefore to the City Council.

#### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

#### **TASKS**

Directs and manages the functions of the City. Leadership is provided by facilitating, directing, planning, coordinating, and supervising the programs and services of the City. The City Manager is ultimately responsible to the City Council and the public for all actions of the City of Durant.

Implements policies of the City Council; assists in the analysis and resolution of problems and the development of service delivery strategies and policies; reviews and approves the formal performance evaluation of assigned staff; formulates City policy, program and operational recommendations and communicates them to Council for consideration and action; analyzes complex issues and problems and conducts research to develop and recommend City policy; advises City Council on the financial condition and future needs of the City; oversees City Council agenda preparation.

Oversees City expenditures, bidding procedures and purchasing functions and compliance with state and local laws; formulates and balances City and department operating budgets to maximize financial and human resources; reviews financial documents and reports and approves purchases, payments and requests for sensitive expenditures including travel, training and professional development; reviews budget projections, financial analysis and departmental operating budgets.

Appoint, and when necessary for the good of the service, remove, demote, lay off or suspend all heads of administrative departments and other administrative officers and employees of the city except as otherwise provided by law. Coordinates efforts of various departments under the City organizational structure; administers through subordinates such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.

Supervises department heads, division heads and employees of Administration Department; negotiates with Police and Firefighter unions on labor issues and employee grievances; supervises the preparation of City Council agendas and communications with City Council; oversees state and federal grant applications and capital improvement projects.

Researches and responds to constituent inquiries and complaints in cooperation with appropriate staff; represents City to intergovernmental agencies, businesses and community leaders; serves as legislative liaison; represents the City on boards, commissions, and meetings as directed by the City Council; reviews staff reports and briefs City Council on matters submitted for consideration; reviews new legislation, professional journals, government reports and industry magazines for potential impact on City operations; maintains community respect through good public relations and by keeping residents informed of the City progress and policies.

Performs other duties as assigned or required.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.

Knowledge of City and Department policies and procedures.

Knowledge of management and/or supervision principles.

Knowledge of strategic planning and budgeting principles.

Knowledge of bookkeeping and/or accounting principles.

Knowledge of personal computer hardware and software.

Skill in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in working within deadlines to complete projects and assignments.

Skill in assessing, analyzing, identifying and implementing solutions to complex problems.

Skill in oral and written communication.

Skill in establishing and maintaining effective working relationships.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. May be exposed to repetitive motion and vision to monitor.

### **QUALIFICATIONS**

A Bachelor's degree in Public Administration, Business Administration, Finance or closely related field, and five (5) years experience in public administration including three (3) years at a Department Head or Division Manager level; or an equivalent combination of education and experience.