

DURANT, OKLAHOMA

RESOLUTION NO. 2019-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA, CONCERNING THE HIRING PROCESS FOR A CITY MANAGER FOR THE CITY OF DURANT, AND ESTABLISHING POLICIES AND PROCEDURES FOR SAID HIRING PROCESS

WHEREAS, the City Council of the City of Durant, Oklahoma, pursuant to state law, is responsible for the selection and appointment of the City Manager of the City; and,

WHEREAS, with the upcoming vacancy in the position, the City Council is required to select and appoint a new City Manager of the City; and,

WHEREAS, the City Council desires to create a process that will encourage the most qualified applicants possible to consider employment with the City, and desires to complete the hiring within a timely manner; and,

WHEREAS, approval of a written process will benefit the City Council, possible applicants, and the public by making the selection process as clear as possible; and,

WHEREAS, approval of this resolution is in the best interests of the residents of the City of Durant.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Durant, Oklahoma, as follows:

1. The City Council approves the following procedures in the hiring of a new City Manager:
 - a. Oklahoma Municipal Management Services (OMMS) is directed to advertise the position with the City Management Association of Oklahoma (CMAO), the Oklahoma Municipal League (OML), the Texas Municipal League (TML) and the International City/County Management Association (ICMA), and any other appropriate on line city management websites deemed appropriate by OMMS.
 - b. An application deadline of Monday, September 9, 2019, or until filled, is hereby established.
 - c. The advertisement attached as Exhibit 1 is approved for publication.
 - d. The City Manager Job Description attached as Exhibit 2 is approved.
 - e. The position profile attached hereto as Exhibit 3 is approved.

- f. All applications shall be submitted to the attention of OMMS, 1141 East 37th Street, Tulsa, Oklahoma, 74105, and shall be kept strictly confidential.
 - g. Council members will work individually and collectively with OMMS to review all applications received, and will determine an appropriate number of qualified candidates to interview.
- 2. The City Council establishes as a goal the objective of reaching unanimous approval of the candidate who is selected.
 - 3. Each Council member is encouraged to seek input from members of the public about the characteristics and qualifications that are important to the residents for the selection process, to share their goals and expectations with prospective candidates and citizens to help establish shared goals for the Council and the community, and to individually consider those goals, characteristics and qualifications during the hiring process.
 - 4. The City Council will abide by the recommendations of the City Management Association of Oklahoma (CMAO) regarding the integrity of the selection process and respect for applicants, and will not publicly disclose the identity of applicants (unless disclosure is approved in writing by the affected applicant), as set forth by Exhibit 4.
 - 5. The City Council establishes a goal that the hiring process be complete by October 31, 2019.

Dated this 22nd day of July, 2019.

CITY OF DURANT, OKLAHOMA

Oden Grude, Mayor

ATTEST:

Cynthia Price, City Clerk

Approved as to Form:

Thomas Marcum, City Attorney