



OKLAHOMA MUNICIPAL LEAGUE

EXECUTIVE DIRECTOR



Champions For Effective Local Government

About OML

The Oklahoma Municipal League (OML) is a nonprofit, nonpartisan association representing over 450 Oklahoma cities and towns working together for their mutual benefit. The OML represents more than 97 percent of Oklahoma's municipal population and serves as the individual and collective voice of local government officials in interactions at both the state and national levels.

Organized in 1913, OML's purpose is to promote the general welfare of cities and towns and their citizens and to foster or conduct, alone or in cooperation with others, assistance that will provide for the improvement and increased efficiency of city and town government. The League provides services and programs to its members to assist them in better serving their citizens and communities and acts as a central clearinghouse to offer information and services that individual cities and towns do not have the time, money, or expertise to provide alone.

OML is governed by a 20-member Board of Directors consisting of elected and appointed city and town officials that meets regularly to set OML's priorities and to direct the staff. The Board members are elected at the annual conference. Legislative direction is determined by the delegates attending the conference through adoption of specific issues in a statement policy. The League's offices are located at 201 N.E. 23rd Street in Oklahoma City, one block west of the State Capitol.

About the Executive Director Position

The Executive Director reports to and is hired by the Board of Directors. The position has full management responsibility over the League's 13 employees and annual gross income of \$2,156,441. The Executive Director may appoint task forces to advise him/her on various policy issues.

Duties of the Executive Director include:

- Serving as the Secretary of the League and to the Board of Directors
- Directing and administering the affairs of the League
- Executing all policies of the Board of Directors
- Executing all documents authorized by the Board of Directors
- Supervising the collection of all monies due the League and authorizing their disbursement
- Making an accounting each year at the annual business meeting of the League finances
- Making and maintaining a surety bond in an amount fixed by the Board of Directors
- Keeping records and reports of League activities
- Authorizing the appointment and removal of all employees
- Functioning as editor-in-chief of all publications issued by the League
- Supervising and reporting to the Board of Directors regarding programs of interlocal cooperation and multi-jurisdictional governmental action by municipalities pursuant to State Statutes and under the powers of the League
- The Executive Director should develop and/or promote ideas for growth to the OML Board

VISION

The OML is recognized as THE respected voice of Oklahoma municipalities in the State Legislature and the authoritative source for legislative and other information for member organizations.

MISSION

To provide services and programs required by municipal officials to assist them in better serving their citizens, and to act as the representative of Oklahoma municipalities in interactions requiring a united voice.

SERVICES PROVIDED BY OML

OML staff has a great deal of experience in the areas of legislative, legal, meeting planning, marketing, communications, training, finance, accounting, and research. The League provides a variety of services to its member municipalities and their officials.

Legislative Representation. One of the League's primary responsibilities is to represent the viewpoint of its member cities and towns at the state legislature. During each legislative session, hundreds of bills are introduced that affect municipal government. These measures are followed on a day-to-day basis. Many of them are actively supported or opposed, and developments are reported to our membership during the session. Staff works with both state and federal officials who develop the rules used to implement legislation to assure that policies and programs are compatible with and meet the needs of our cities and towns. The League supports legislation which will materially assist municipalities in their daily operations and opposes bills which would be detrimental to local government operations. OML also works to bring to public attention the issues confronting city and town officials and their impact on Oklahomans who live in municipalities. In addition, League representatives appear in appellate court, with the Board's approval, on cases that can have a statewide effect on municipal government.

Communications. OML maintains constant contact with city and town officials through phone calls, emails, publications, distribution of legislative reports, and visits to city halls.

Conferences and Training. OML conducts many training events throughout the year, as well as an annual conference and exposition,

to provide specialized educational and training opportunities for municipal officials. The League also coordinates district meetings.

Inquiry Assistance. Inquiry assistance provided by the League may range from a simple telephone consultation to more extensive research involving considerable time and effort. OML answers inquiries from all municipal officials and employees who are calling about matters within their official responsibilities.

Research and Publications. The OML Research Department provides annual publications on budgetary conditions, utility rates, and salaries and benefits for Oklahoma municipalities. The Research Department also gathers information to publish special reports on municipal issues. Publications issued by the League include special reports, an annual salary and benefits survey, an annual municipal utility costs survey, a directory of city and town officials, labor bulletins, an OML Handbook, an OML Insight newsletter, and an OML Advocate legislative bulletin.

Legal Assistance. Staff legal counsel provide information and assistance to city attorneys, draft legislation, and file amicus curiae briefs on behalf of member cities and towns in cases of general interest to Oklahoma cities and towns.

Certification Programs. OML offers Certified Municipal Official, Certified Municipal Clerk, and Certified Municipal Court Clerk Programs to enable municipal officials to obtain professional certification in recognition for the various training events they attend.

Member Benefits. Any incorporated city or town is eligible for general

membership by paying an annual service fee set by the Board of Directors. Through membership in OML, cities and towns may participate in the Oklahoma Municipal Retirement Fund, WEOKIE Credit Union, and Municipal Assurance Group.

Secretariat Groups. OML provides secretariat services to many statewide municipal groups. These include the Oklahoma Association of Municipal Attorneys (OAMA), Oklahoma Municipal Judges Association (OMJA), Mayors Council of Oklahoma (MCO), Oklahoma Code Enforcement Association (OCEA), and Municipal Clerks & Treasurers (MC&T). OML provides a staff liaison to advise each group's Board of Directors, hosts Board of Directors meetings at OML, publishes group newsletters at regular intervals, provides record keeping services for membership and individual certification programs, and organizes training events for the groups, including collecting registrations, creating and constructing instructional materials and packets, locating meeting places, and providing guest speakers and instructors.

Labor Relations Program. The League keeps members apprised of the latest developments in issues critical to cities with employees who are labor union members.

Oklahoma Municipal Utility Providers (OMUP). OMUP was established to assist OML members in coordinating and implementing a unified response to municipal water issues and future conflicts with rural water districts. OMUP acts primarily as a legislative action group. OMUP, in conjunction with OML lobbyists, will review proposed legislation and act as "outside experts" to advise OML as needed.





Ideal Candidate

The OML Board of Directors is seeking an Executive Director with a proven track record in executive leadership and visionary thinking. The successful candidate must have the ability to oversee and successfully administer programs related to lobby initiatives and member services/relations. The ideal candidate will have substantive knowledge about, and direct experience in, local government and intergovernmental relations, preferably in Oklahoma.

The ideal candidate will be a good listener with a reputation of integrity. It will be essential for the new Executive Director to work well with OML members of all sizes and understand their needs and pressures, both as individual city officials and as communities.

The new Executive Director must be nonpartisan with the ability to work with people of various political persuasions. The ideal candidate will be experienced in building and nurturing professional relationships across party lines. A demonstrated record of organizational leadership and consensus building is essential. It will be important for the new Executive Director to work collaboratively with diverse groups to achieve common goals.

The next Executive Director will be skilled in strategic planning and articulate in advocating the position of the League and its members. This is a highly visible and public position and requires an individual with outstanding communication and leadership skills. The ideal candidate will be an effective public speaker who is skilled in media relations.

The ideal candidate will be a creative thinker and an innovative problem solver and will utilize those skills to further the mission of the League. The ideal candidate will have the educational and intellectual background necessary to provide perspective on existing issues and

to anticipate future issues and respond to changing member needs.

The successful candidate will have experience in developing and administering an annual budget. An important focus for the next Executive Director will be diversifying OML's revenue sources and ensuring that OML funds are spent in the most effective and efficient manner. The successful individual will be enthusiastic about public service and about living and working in Oklahoma.

Education and Experience

This position requires a bachelor's degree and five or more years of executive management experience in a local government-focused organization with a policy-making body. The successful candidate will have a thorough understanding of local governments and the state legislative process. A master's degree in public administration is preferred. Previous work experience in Oklahoma and working with municipal associations is a plus. A background in municipal management is preferred. An equivalent combination of education and experience may also be considered.

Compensation and Benefits

The League provides a competitive salary and an excellent benefits package which includes healthcare, vision, and retirement. Employees do not pay into Social Security and there is no employee contribution to the retirement system. The League makes the entire contribution for the employee. Employees earn 3% of the last 60 months of pay to a cap of 22 years of service.

Application Process

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

For more information on this position contact:

Ron Holifield, CEO
Strategic Government Resources
Ron@GovernmentResource.com
214-676-1691



The Oklahoma Municipal League 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

Oklahoma Municipal League
www.oml.org

**Oklahoma City Convention
& Visitors Bureau**
www.visitokc.com

2016 Sine Die
bit.ly/OML2016SineDie

