

City of Boise City
Manager Position Available

The City of Boise City Oklahoma is searching for an experienced, energetic leader to fill the position of City Manager who has a strong desire to make things better for Boise City through strength and integrity.

Boise City is the county seat of Cimarron County in the west end of the Oklahoma Panhandle. Boise City functions as a Council-Manager form of government with five council members, 13 people are employed by the City / Public Works Authority. The position reports to the council and provides direction, and day to day management of the city government and public works authority.

The ideal applicant will have a business degree or experience in Public Administration, Business Administration, or a closely related field and 7 years or more of experience. The following list of skills is not an exhaustive list of tasks. There is an abundant variety of problems to solve or opportunities to improve the quality of life for the citizens of Boise City.

Direct municipal functions by enforcing all policies and procedures governed by city code, ordinances, and resolutions, ensures compliance with local state and federal statutes and rules

Business administration

Supervisory skills

Leadership ability

Experienced in financial and budgeting skills

Project development, planning and execution

Capital improvement and construction skills

Grant application, administration and implementation skill

Effective verbal and written communication skill

The ability to handle multiple priorities simultaneously

The ability to work in the field as well as in the office

Effective customer service administration skills

Interested parties should submit their resume with qualifications and personal references to: Boise City Clerk, City Hall, PO Box 129, 23 North Logan. Boise City, Oklahoma 73933.

Responses requested to be turned in by April 15, 2024.

The City of Boise City offers a competitive salary commensurate with experience and an excellent benefit package for this position. Boise City is an Equal Opportunity Employer.