

Resolution 2025-1058

Resolution of the Board of County Commissioners of Oklahoma County to Establish a County Manager Position

Whereas, the Board of County Commissioners recognizes the need for an experienced and qualified leader to assist in the day-to-day operations of Oklahoma County government; and

Whereas, the Board of County Commissioners seeks to improve the efficiency and effectiveness of county operations, enhance service delivery, and streamline decision-making processes through the establishment of a County Manager position; and

Whereas, the County Manager will be responsible the management of county resources, implementing policies set by the Board of County Commissioners, overseeing BOCC departments, and providing leadership to staff to deliver high-quality services, in accordance with the laws of the State of Oklahoma.

Therefore, be it resolved, that the County Manager position is hereby established and shall be responsible for the daily administration of all BOCC departments, under the direction of the Board of County Commissioners.

Be it further resolved, that the County Manager will be appointed by the Board of County Commissioners, shall serve at the pleasure of the Board, and shall be compensated in accordance with the terms of their employment agreement. The County Manager shall work directly under the supervision of the Board of County Commissioners and shall report to the Board regularly on the status of BOCC department operations, budget, personnel, and other matters as required.

APPROVED by the Board of County Commissioners of Oklahoma County this 19th day of March 2025.

**Board of County Commissioners of
Oklahoma County**



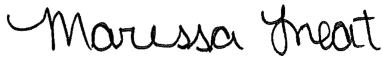
CHAIRMAN



VICE CHAIRMAN

MEMBER

ATTEST:





MARESSA TREAT, COUNTY CLERK



**County Manager
Board of County Commissioners**

JOB DESCRIPTION: County Manager

POSITION TITLE: County Manager

DEPARTMENT: Board of County Commissioners

REPORTS TO: Board of County Commissioners

FLSA STATUS: Exempt

Safety Sensitive: Yes

SUPERVISOR RESPONSIBILITIES: Yes

OKLAHOMA COUNTY PERFORMANCE EXPECTATIONS In the performance of their respective tasks and duties, all team members are expected to meet the following requirements:

- Work independently performing quality work within deadlines while understanding the necessity for communicating and coordinating work efforts with other team members and county departments.
- Be organized and able to work with multiple deadlines managing a variety of projects when assigned.
- Establish and maintain effective professional working relationships with team members, county departments and outside entities.
- Adaptable to frequent change, delays, and unexpected events.
- Maintains regular attendance at work and is consistently on time.

POSITION PURPOSE:

The County Manager of Oklahoma County serves as the executive director of responsible for the day-to-day operations of county government. This position is tasked with ensuring efficient management of County resources, implementing policies set by the Board of County Commissioners (BOCC), overseeing BOCC departments, and providing leadership to staff to deliver high-quality services to residents. The County Manager is expected to be a proactive, strategic leader with strong managerial, financial, and communications skills, working to ensure the growth, prosperity, and well-being of Oklahoma County.



**County Manager
Board of County Commissioners**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Leadership & Management:**
 - Oversee the administration and operations of all BOCC departments (HR, Benefits, Emergency Management, Engineering & Planning, Facilities Management, MIS, Finance, Grants, and County Free Fair) ensuring alignment with the County's missions, goals, and values
 - Provide strategic direction to BOCC departments, ensuring alignment with policy goals set by the Board of County Commissioners
 - Supervise and evaluate department heads and key personnel, promoting a culture of accountability, transparency, and professional development

- **Policy Implementation & Oversight:**
 - Assist the Board of County Commissioners in setting long-term goals and strategic priorities for the County
 - Implement policies, procedures, and initiatives adopted by the Board of County Commissioners
 - Ensure compliance with all local, state, and federal laws and regulations
 - Recommendations and review of HR handbook and County policies and procedures

- **Budget & Financial Management:**
 - Oversee BOCC budget department processes including forecasting revenues and expenditures
 - Monitor and report on financial performance, ensuring fiscal responsibility and efficiency in the use of County funds
 - Make recommendations to the Board of County Commissioners regarding funding, grants, and resources needed for County projects and programs



**County Manager
Board of County Commissioners**

- **Interdepartmental & Community Relations:**
 - Serve as a liaison between the County and third-party vendors, consultants and community stakeholders
 - Build and maintain positive working relationships with local, state, and federal entities, ensuring the County's interests are well-represented
- **Policy Development:**
 - Research and recommend best practices, new policies, and innovative solutions to address community needs and improve County services
- **Operational Efficiency:**
 - Identify areas for improvement in operations, recommending solutions to enhance productivity, efficiency, communication, and service delivery
 - Lead efforts to modernize operations through technology and process improvements

QUALIFICATIONS:

- **Education:**
 - A bachelor's degree in public administration, business administration, political science, or related field is required. Master's degree preferred.
- **Experience:**
 - A minimum of 5-7 years of experience in a senior management role. Experience in county or local government preferred.
 - Proven track record of managing budgets, operations, and staff
 - Experience in strategic planning, public policy development, and intergovernmental relations
 - Experience in grant writing or grant administration
- **Skills & Competencies:**
 - Strong leadership, decision-making, and problem-solving skills
 - Excellent verbal and written communications



**County Manager
Board of County Commissioners**

- Knowledge of County government operations
- Ability to build and maintain effective relationships with elected officials, staff, and the public
- A collaborative, team-oriented leadership style with the ability to motivate and inspire others
- **Other Requirements:**
 - Must possess a valid driver's license and be able to travel within the county and state as needed
 - Must pass a background check and drug screening in accordance with County policies
 - **Regular attendance is essential. The incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must be available during the normal business hours of Oklahoma County, 8:00 AM to 5:00 PM Monday thru Friday.**

WORK ENVIRONMENT:

- Work is performed primarily in an office environment, with occasional visits to County facilities, public meetings, and other locations within Oklahoma County
- While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push, and pull. The noise level is generally moderate

DRESS CODE: The position will require direct interactions with the public and will be required to adhere to business professional and/or business casual attire.

SAFETY: The employee shall be knowledgeable about and follow Oklahoma County's safety policies and procedures. They should immediately report (i.e. during the current shift) accidents, unusual occurrences, or any other safety-related issues to the immediate supervisor

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**County Manager
Board of County Commissioners**

*The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Oklahoma County government and the employee and is subject to change Oklahoma County as the needs and requirements of the job change.

**An Equal Opportunity Employer

Oklahoma County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.