

COMMUNITY DEVELOPMENT DIRECTOR



ABOUT BARTLESVILLE



A diverse city with a rich history in business and the arts, Bartlesville is located in Northeast Oklahoma, about 50 miles of easy highway driving north of Tulsa. Home to about 37,000 people, Bartlesville is a small city with a big heart — and big-city amenities as well.

Bartlesville is a great place to live, work and play, catering to families of all sizes and structures. Bartlesville Public School District offers general and advanced education for students pre-K through 12th grade, and older students have the option of two universities, Oklahoma Wesleyan University, which has an extensive Bartlesville campus, and Rogers State University, which is based in Claremore, Oklahoma, but offers on-site instruction at a complex in the heart of the city's beautiful downtown — a thriving and growing community offering restaurants, shopping and business, thanks to the foresight of community leaders and volunteer groups.

Bartlesville is a charter city with a council/manager form of government. The City Manager oversees all City operations and is responsible for all departments and employees, with the exception of the City's attorney, municipal judge and treasurer, which, along with the city manager, are appointed directly by the City Council.

The City of Bartlesville consists of 24 departments, 18 of which are financed through the General Fund. Six are Enterprise Funds. General Fund departments are those that essentially make up the general operations of the City, including the two largest, Police and Fire, as well as Streets, Parks and Recreation, Engineering and Community Development. Enterprise Funds include Utilities, Refuse and Recycling, Fleet Maintenance and IT.



BARTLESVILLE STATISTICS

Population	36,498
Median Age	38.5
Median Income	\$51,612
Median house/condo	\$123,590
Median Rent	\$694
Year Incorporated	1897
Land Area	21.1 miles



COMMUNITY DEVELOPMENT DIRECTOR

The City of Bartlesville, Oklahoma, seeks a highly motivated, experienced and visionary leader to serve as the next Community Development Director.

The Community Development Director reports to the City Manager and is responsible for planning, organizing and administering a comprehensive program to provide leadership and direction to the Community Development Department operations and staff as well as interpreting the goals and policies of the City Council.

EDUCATION/EXPERIENCE

We desire an applicant with a bachelor's degree from an accredited four-year college or university in urban planning, public administration, or a related field, supplemented by a master's degree in in urban planning, regional planning or related field; and, six or more years of progressively responsible experience; with a preference for 10 or more years of experience or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

REQUIRED

- Valid State Driver's License

PREFERRED

- American Institute of Certified Planners Certification

QUALITIES

A comprehensive employment survey was just completed by our Community Development Department. Some of the data is summarized below:

92% were satisfied with their job

83% are satisfied with the opportunities for professional growth and advancement

When asked what qualities the department most valued in the next director the answers were: sense of teamwork, honesty, fairness, well versed in community development procedures and experienced.

The employees have a great appreciation for the community they serve and their coworkers.



<u>Title</u>	<u>No. of Positions</u>
Assistant Director	1
Sr Administrative Assistant	1
Planner I	1
Planner II	1
Chief Building Official	1
Building Inspector	2
Neighborhood Services Supervisor	1
Neighborhood Services Officer	3
Abatement / Compliance Officer	1

COMPENSATION

The pay range for the community development director for the City of Bartlesville is \$92,951-\$139,426 and is commensurate with experience and qualifications.

A city issued cell phone and iPad is provided, as well as an attractive benefits package.

EMPLOYEE BENEFITS

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- STD & LTD Disability Plans
- Cafeteria Plan
- Flexible Spending Card
- Retirement Plan
- Deferred Compensation Plan
- Vacation
- Sick Leave
- Attendance Bonus
- Family Sick Leave
- 11 Holidays
- Longevity Pay (after 5 years)



HOW TO APPLY

For additional information on this exceptional opportunity, please contact Laura Sanders, HR director at 918-338-4277 or lsanders@cityofbartlesville.org

Submit applications to the Human Resources Department at <https://www.cityofbartlesville.org/>

or

Email to: hr@cityofbartlesville.org

RESOURCES

City of Bartlesville Website:
www.cityofbartlesville.org

Bartlesville Chamber of Commerce:
<http://www.bartlesville.com>

“Why Bartlesville” videos:
<http://www.bartlesville.com/why-bartlesville>

