

City of Medford

CITY MANAGER

MEDFORD, OKLAHOMA

CAREER OPPORTUNITY



OFFICE LOCATION

615 N. FRONT ST.
MEDFORD, OKLAHOMA 73759

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580-395-2823

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WHERE WE'RE LOCATED



Medford is the County Seat of Grant County located in North Central Oklahoma, 15 miles south of the Kansas Border.

We are located 20 miles west of I-35 at the intersection of US Highway 81 (Chisholm Trail Highway) and State Highway 11.

Within close proximity to Medford, we have larger cities such as Enid and Ponca City, a great hospital in the Caldwell Regional Medical Center, and key attractions such as Kaw Lake, Salt Plains Lake and State Park, the Waynoka Sand Dunes, and Alabaster Caverns State Park.



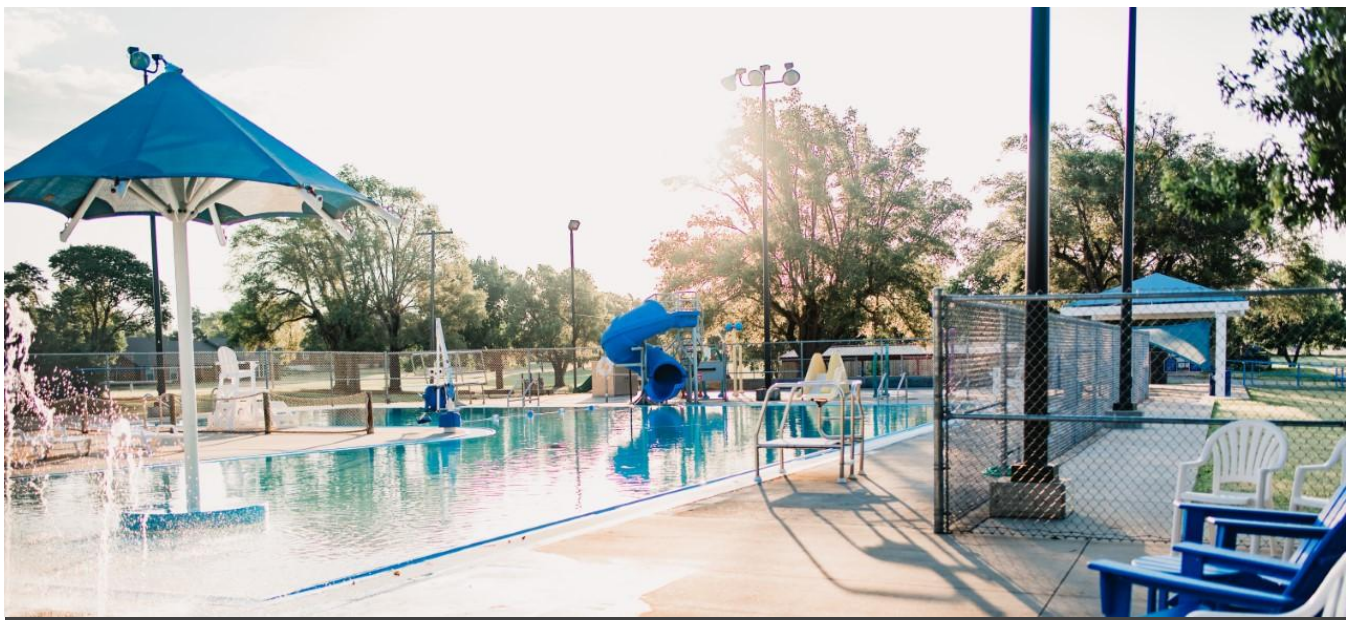
ABOUT THE COMMUNITY

Medford is a great place to call home.

Medford prides itself on its Excellent School System, Low Cost of Living, Well-Kept Community, and its many Businesses and Amenities that are hard to find in a community our size, offering a unique quality of life opportunity.

Medford also has plenty of events to offer its residents and visitors throughout the year to keep them involved and entertained such as:

A well attended 4th Fest at the Medford Municipal Airport, an annual Father Daughter Dance, Easter Egg Hunts, City-Wide Garage Sales, a great Homecoming Weekend hosted by the Medford Alumni Association, a Fall Festival hosted by the Medford Ministerial Alliance, and several Christmas events such as a Christmas Parade, Breakfast With Santa, a Christmas Lighting Contest, and a two-day Open House event hosted by many of Medford's local businesses and community groups.



MORE ABOUT THE COMMUNITY

A tour around the community will highlight its excellent park facilities which include a modern swimming pool, splash pad, plenty of play features, picnic pavilions, a community grill, tennis/basketball/pickleball courts, shuffleboard, and the city-owned Oceanside Mini Golf and softball field.

Medford also owns the Medford Golf Course (a well-maintained 9-Hole Golf Course) and the Medford Municipal Airport.

As you make your way through Medford's neighborhoods, you will find that most residents take pride in their homes and their properties.

We also have an active city government and code enforcement division that is committed to keeping Medford clean.

Medford has an active Ministerial Alliance that oversees the local food pantry and the school has an active Parent Teacher Organization (PTO) and School Board that serves the needs of the school staff and its students.

Other active civic groups in the community include the Lions Club, Masonic Lodge, and the Community In Action Volunteer Group.



Medford's well-being is in great hands as we are served by the Medford Police Department, Medford EMS, and the Medford Volunteer Fire Department.

Medford is also served by the Grant County Health Department, Caldwell Pharmacy, the Integris Medford Family Clinic, Great Salt Plains Health Center, and Miller EMS.

Our emergency services are fortunate to be supported by a 1 cent county sales tax that allows us to have modern facilities and equipment, and a well-rounded fleet of emergency vehicles for a community our size.





BUSINESS OUTLOOK

Medford is proud of the diverse business scene and the steady growth that we have experienced for a community our size.

Medford is served with phenomenal fiber internet services through KanOkla, boasts 5 restaurants, the new Gym/Tan/Laundry facility downtown, two banks, two mechanics and a body shop, the 1893 Land Run Historical Center, and a variety of other family-owned and specialized businesses.

The City of Medford owns Crossroads Country Market, the Medford Public Library, the Civic Center, and the 2-Story Palmer Building downtown, a key community event gathering space that also features a second story Airbnb loft apartment.

Medford is also served by a Dollar General, Jiffy Trip, a Cenex Gas Station, Napa Auto Parts, and the weekly published Medford Patriot-Star newspaper.

Medford has a clean downtown district that has seen a renewed interest with new ownership and it is our goal to see downtown become a vibrant place that attracts locals, visitors, and new businesses with restaurants, shops, and loft apartments.

Medford also boasts a full Industrial Park south of town with a second 30-acre Industrial Park currently being planned and engineered for future growth.

Medford's Industry is anchored by OneOk, which is currently in the midst of an exciting multi-year rebuild, and the always progressive Little B's Construction.

Although Medford has its challenges, we believe that we are well positioned to capitalize on future growth opportunities, both in our downtown core and the future 30-acre Industrial Park development.



MEDFORD CITY MANAGER ABOUT THE POSITION

The role of the Medford City Manager is crucial for the efficient operation and development of the City of Medford.

The Medford City Manager is responsible for overseeing all administrative tasks, preparing and managing the city budget, implementing policies, working with the city council, managing all city employees, and ensuring that all city department are properly functioning.

Applicants for the Medford City Manager position should possess key qualities such as Leadership, Professionalism, Financial Literacy, Communication, Problem Solving, and Interpersonal Skills, Adaptability, and a desire to be involved in the Community.

The City of Medford is offering a competitive salary and benefit package that will be based upon qualifications and experience.



FORM OF GOVERNMENT CITY OF MEDFORD

The City of Medford functions as a Council-Manager form of government that consists of five elected City Council Members who serve four-year terms.

The City Council Members also serve as trustees for the Medford Public Works Authority (MPWA) and the Medford Economic Development Authority (MEDA).

The City Manager reports to the City Council.

The Medford City Council currently meets at 4:30 PM on the second Monday of each month.

APPLICANT CHECKLIST

Education And/Or Experience

Candidate should possess a Bachelors Degree in Public Administration, Business Administration, Political Science, Urban Planning, or other related fields, OR the candidate must have at least five years of experience in Municipal Government.

Provide Your Resume and Cover Letter

Candidate must submit a detailed resume and cover letter outlining their qualifications, educational credentials, work experience, and reasons for applying. The cover letter should highlight key achievements and demonstrate an understanding of municipal function, needs, and challenges.

Provide References

Candidate must provide at least three professional references who can attest to the candidate's work history, capabilities, and character. References should include but are not limited to previous supervisors, educators, colleagues, and community leaders.

Background Checks

Comprehensive background checks will be conducted to verify the candidate's credentials, work history, and any potential issues that may affect their ability to perform the role of City Manager.

Attend Interviews

The Medford City Council will conduct an interview with qualified candidates. Community stakeholders may also be included in the interview process. Candidates should be prepared to answer questions and discuss their qualifications, vision for Medford's future, leadership style, municipal building philosophy, and approach to problem-solving.

HOW TO APPLY & APPLICATION PROCESS

Resumes can be mailed and addressed to:

Mayor Gary Bowen
P.O. Box 123
Medford, Oklahoma 73759

Resumes can be dropped off at:

City Hall
615 N. Front St.
Medford, Oklahoma
Attn: Mayor Gary Bowen

Resumes can be emailed to:

mayor_medfordok@yahoo.com

THE CITY OF MEDFORD IS AN EQUAL OPPORTUNITY EMPLOYER