

The City of Cushing, Oklahoma, is currently soliciting applications for the position of City Manager. Cushing is located in Payne County, Oklahoma, and is known as the “Pipeline Crossroads of the World.” Cushing was established after the Land Run of 1891 by William "Billy Rae" Little and the town was named for Marshall Cushing, a private secretary to U.S. Postmaster General John Wanamaker. In 1912 an oil boom led to the city's development as a refining center, with over 50 refineries operating in Cushing over its history. Today, Cushing is a major trading hub for crude oil and a price settlement point for West Texas Intermediate on the New York Mercantile Exchange.

As of the 2020 U.S. Census, Cushing, Oklahoma, is part of the Stillwater-Cushing, Oklahoma Micropolitan Statistical Area. The micropolitan statistical area includes both Payne County and Lincoln County in Oklahoma. In 2020, the estimated population of the Stillwater-Cushing Micropolitan Statistical Area was approximately 136,473 people. Additionally, the 2022 population estimate for Cushing, Oklahoma, is 7,883.

The City of Cushing operates under the Commissioner-Manager form of government with a Charter. The selected candidate will direct and manage the functions of the City; performs high-level administrative, technical, and professional work in directing and supervising the administration of city government; work under the broad policy guidance of the City Commission; exercises supervision over all municipal employees either directly or through subordinate supervisors excluding the City Attorney, City Treasurer, City Judge and City Doctor these employees are employed directly by the City Commission.

Salary is competitive to the area and will be dependent upon qualifications. The City offers a competitive benefits package.

Graduation from an accredited four-year college or university with a degree in public administration, political science, engineering, business management or closely related field, and five (5) years of experience as a municipal administrator. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development; skilled in preparing and administering municipal budgets; skilled in planning, directing and administering municipal programs; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government; ability to be bondable, if selected as the City Manager.

An application deadline of June 17, 2024, is established, or until filled. Interested applicants should submit a cover letter, resume, five work-related references, salary history and salary expectations, to Oklahoma Municipal Management Services (OMMS), Cushing City Manager Executive Search, 7633 East 63rd Place, Suite 507, Tulsa, OK 74133, or email to recruiter@okmms.org. The City of Cushing provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability/handicap, or status as a Vietnam-era or special disabled veteran in accordance with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.

The City of
Cushing
OKLAHOMA

CITY MANAGER
CITY OF CUSHING, OK



The Community

The area now known as Cushing was established after the Land Run in 1891 by William “Billy Rae” Little and the town was named for Marshall Cushing, a private secretary to U.S. Postmaster General John Wanamaker. In 1912 an oil boom led to the city’s development as a refining center, with over 50 refineries operating in Cushing over its history, which led to it being known as the “Pipeline Crossroads of the World”. Today, Cushing is a major trading hub for crude oil and a price settlement point for West Texas Intermediate on the New York Mercantile Exchange.



SOURCE: Google Maps and American Energy Mapping

The Community

In present day, Cushing is a city in Payne County, Oklahoma. The population was 8,327 at the time of the 2020 censuses and is part of the Census Bureau's Stillwater-Cushing, Oklahoma Micropolitan Statistical Area. This micropolitan statistical area includes both Payne County and Lincoln County. In 2020, the estimated population of the Stillwater-Cushing Micropolitan Statistical Area was approximately 126,473. Additionally, the 2022 population estimate for Cushing is 8,336. Cushing Public School District is a highly rated, public school with around 1,632 students in grades PK-12 with a student -teacher ration of 14 to 1, according to www.niche.com.



The City Sales tax rate is 4% and totaled over \$7 million in the 2022-2023 Fiscal Year.

Given that the overall population of Cushing increased 6.4% from the 2010 to the 2020 Census, it is safe to say that Cushing is a growing community with strong historical ties.



Governance and Organization

Incorporated in 1929, the City of Cushing operates under the Commissioner-Manager form of government with a Charter. The City Commission is composed of 5 members, one of which is designated by the board as Chairman. The Commissioners are set up on staggered terms, two Commissions are filled one year, and then followed by one Commission seat, which is then followed by the next two seats, the year after. All terms are three-year terms. The City Commission sets policy for the City, approves the annual budget, and enacts legislation to provide for the safety and welfare of the City. The elected governing board members of the City Commission also serve as the Trustees of the Cushing Municipal Authority, Cushing Hospital Authority, and the Cushing Industrial Authority.

Cushing is a full-service municipal corporation that provides water, wastewater, electric, library, police, fire/EMS, municipal airport, senior citizens center, youth center, and parks and recreation services to the citizens of Cushing.



Major Projects

Cooling Towers

Installation of new cooling towers at the Cushing Power Plant. Expected to be in commission in Summer 2024.

69kV Underbuild

Construction of a new 69kV underbuild, which will connect the Little Street Substation to the new Harmony Road Substation. Completion is expected in May 2024.

Highway Rehabilitation Project

Nearing completion of a new highway rehabilitation project, consisting of two miles of new road through Cushing's main economic corridor. This project currently has over \$20 million invested to date by the State of Oklahoma and the City of Cushing.

Water Production Plant Upgrade

Completed significant upgrades at the Water Production Plant by installing a new state-of-the-art liquid alum feeder system.

Updated Comprehensive Plans

A new Comprehensive Plan and Land Use Plan is currently under development and is expected to be completed in late 2024.

Southern Rock Energy Partners

In support of the Southern Rock Energy Partners and following their announcement of a refinery slated to be built in Cushing, the city secured private activity bond funding in an amount up to \$75 million with a multiplier of 4, meaning the project could receive more than \$300 million in funding.

Road Rehabilitation

Major road rehabilitation is planned for various city roads. This project has started and is currently in the design phase.

About the Position



In Cushing, the City Manager is a community manager with essential functions and duties that include:

- Provide leadership and direction in the development of short and long-range plans.
- Provides professional advice to the Commission and general public.
- Communicates official plans, policies, and procedures to staff.
- Assures that the assigned areas of responsibility are performed within budget.
- Determines work procedures, schedules, and workflows.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Oversee all 139 Full-time Employees, with assistance from Department Heads

In Cushing, the City Manager works closely with the:

- Cushing Economic Development Foundation
- Hillcrest Hospital Cushing Governing Board
- Cushing Chamber of Commerce



Ideal Candidate

The selected candidate will direct and manage the functions of the City while performing high-level administrative, technical, and professional work in directing and supervising the administration of city government. They will work under the broad policy guidance of the City Commission and will exercise supervision over all municipal employees either directly or through subordinate supervisors excluding the City Attorney, City Treasurer, City Judge, and City Doctor, as these employees are employed directly by the City Commission.

The City Manager does not need to be a resident of the City or state at the time of appointment, but shall reside within the City while in Office.



Education and Experience

The Commission, by a majority vote of its total membership, shall appoint a City Manager for an indefinite term and shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local government management. The minimum qualifications are:

- Graduation from an accredited four-year college or university with a degree in public administration, political science, engineering, business management, or a closely related field.
- Five (5) years of experience as a municipal administrator.

Compensation & Benefits

The City of Cushing is offering a competitive salary to the area and will be dependent upon qualifications. The City's benefits package includes medical, dental, vision, life insurance with vacation and sick leave and an Employee Assistance Program.

The City of Cushing has a defined benefit plan with Oklahoma Municipal Retirement Fund (OMRF). Employees are vested within 10 years of service and there is no probationary period. The City fully supports the retirement program, so the employee makes no contributions. Full retirement is 60 years of age and early retirement is 55 years of age, as long as the employee is fully vested. The accrued benefit is 2.625% of final average compensation multiplied by the number of years of credited service.

Application Process:

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Oklahoma Municipal Management Services

The City of Cushing provides equal employment opportunities to all applicants without regard of race, color, sex, age, religion, political beliefs, national origin, ancestry, age, disability, or sexual orientation or any other terms, conditions or privileges of employment with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964.

Resources:

City of Cushing
www.cityofcushing.com

Cushing Chamber of Commerce
www.cushingchamberofcommerce.org

