

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2011-05

CREATION OF THE POSITION OF CITY MANAGER FOR THE CITY OF TULSA

By virtue of the power vested in me as Mayor of the City of Tulsa, Oklahoma, it is hereby ordered:

Section 1. PURPOSE: Pursuant to the Amended City Charter of the City of Tulsa the Mayor is vested with, and responsible for, all of the Executive and Administrative powers to manage the City (Article III – Section 1.1) and to appoint all employees and to coordinate all administrative services (Article III – Section 1.4 - F & H). The purpose of these powers is to provide a management and administrative organization which oversees the duties and responsibilities for all of the city departments and organizations under the charter authority granted unto the Mayor.

Section 2. CREATION OF THE POSITION OF CITY MANAGER : Pursuant to the Amended City Charter of the City of Tulsa, (Article X – Section 5. B.) the Mayor is empowered to designate positions on his staff, which positions shall include the heads of divisions and other administrative positions. Given the day to day responsibilities and requirements of overseeing all of the cities administrative and operating divisions, it is in the best interest of the administration that a City Manager position be created within the Office of the Mayor.

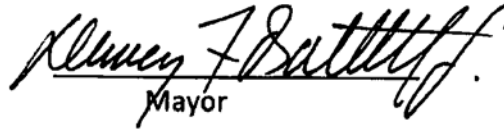
Section 3. DUTIES: The City Manager shall have the following duties which include, but is not limited to:

- a. Be the Chief Administrative Officer to supervise services and departments assigned by the Mayor
- b. Supervise and direct departments of the City which are within and under his control and management.
- c. Attend meetings of the City Council
- d. Keep the City Council advised of the needs of the City and measures being considered for implementation.
- e. Perform other duties as assigned by the Mayor

Section 4. REPORTING RESPONSIBILITIES: The City Manager shall report directly to the Chief of Staff of the Mayor of the City of Tulsa.

Section 5. EFFECTIVE DATE: – This order shall take effect immediately.

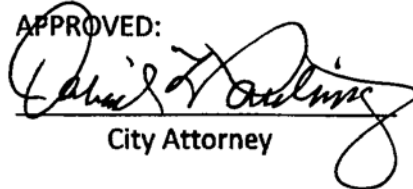
Dated this 28th day of April, 2011.


Mayor

ATTEST:


City Clerk

APPROVED:


City Attorney