

tracydroles@hotmail.com

Dear Hiring Committee,

I am writing to express my sincere interest in joining your amazing team. With a proven track record in executive-level management and a wealth of experience in municipal leadership as well as public safety leadership, I am confident in my ability to contribute effectively to your team.

Currently I serve as the City Manager for the City of Ada, OK (pop. 18,000). I have administrative oversight of 370 full time staff members and 70 part time and seasonal staff. I am directly responsible for the construction and oversight of a \$23 million annual operating budget as well as a \$100 million capital expenditure budget. I also directly oversee a \$80 million special revenue fund for the City.

Prior to my appointment to the City of Ada, I served as the Assistant City Manager for the City of Bartlesville, OK, I oversaw critical departments such as the Police Department, Fire Department, Emergency Communications, Library, Airport, and Golf Course. In my previous role as the Police Chief for the same city, I successfully led a team of 100 staff members, addressing the needs of a community of approximately 37,000 residents. My responsibilities extended beyond daily operations to include collaboration with external agencies, public speaking engagements, and proactive community outreach to raise awareness about our city, department, and mission.

My law enforcement journey began in 1999, and over the past 23 years, I have held various roles, including Patrol Officer, Field Training Officer, SWAT team member, Narcotics Detective, District Attorney's Investigator, Academy Instructor, Chief Medical Examiner Investigator, and Facility Director/Warden of a 390-bed Community Corrections Facility. This diverse experience has equipped me with a comprehensive understanding of city government and the ability to navigate complex challenges.

Education is a cornerstone of my professional development, and I hold a Bachelor's Degree in Criminal Justice, a Master's Degree in Administration of Justice and Security, and am a graduate of the 146th Administrative Officers Course of the Southern Police Institute at the University of Louisville. Eager to continue expanding my knowledge, I plan to pursue a doctoral degree in the near future.

Known for my dedication, motivation, and strong work ethic, I am a firm believer in the values of diversity, inclusion, accountability, and transparency within an agency. My commitment to treating everyone with unconditional respect aligns with my belief that trust is foundational to building legitimacy in our mission. By actively engaging with the community, I aim to foster trust and uphold a servant and guardian mindset.

Adaptable and open-minded, I am both a capable leader and an effective team player. I am confident that my skill set and commitment to excellence make me an ideal choice to join your team. I welcome the opportunity to discuss my qualifications further and answer any questions you may have. Thank you for considering my application. I look forward to our possibilities together.

Sincerely,

Tracy D. Roles

Tracy D. Roles

Ada, OK 74820 | (918) 330-9117 | tracydroles@hotmail.com |

City Management Professional | Strategic Leadership | Public Safety Expertise | Budget Oversight | Community Engagement

PROFESSIONAL SUMMARY

Accomplished City Manager and public administration leader with over 20 years of experience in municipal management, law enforcement, and public safety. Proven expertise in fiscal stewardship, strategic planning, and community-driven governance. Adept at overseeing multi-million-dollar budgets, fostering collaborative relationships, and driving innovative solutions to enhance city services. Known for leading cross-functional teams, advancing public safety initiatives, and delivering measurable outcomes in complex environments.

SKILLS

- City & Municipal Governance
 - Strategic Planning & Policy Development
 - Multi-Million Dollar Budget Oversight
 - Public Safety & Emergency Management
 - Cross-Functional Leadership
 - Economic Development & Community Engagement
 - Grants Acquisition & Management
 - Conflict Resolution & Union Negotiations
 - Data-Driven Decision Making
 - Organizational Change Management
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WORK HISTORY (Current)

City Manager

City of Ada, OK | 05/2024 – Present

- Serve as the CEO for the City of Ada (population 17,000; 35,000 daytime).
- Oversee 370 full-time staff and 70 part-time/seasonal staff.
- Manage \$23 million annual operating budget and \$100 million capital expenditure budget.
- Control \$80 million in special revenue funds.
- Coordinate assignments aligned with council priorities and community needs.
- Foster a professional workplace emphasizing respect and collaboration.

Adjunct Instructor (Criminal Justice)

East Central University (Ada, OK) 01/2025 – Present

- Provide in class and On-line undergraduate instruction.
- Teach modern trends and acceptable practices in the Criminal Justice field.
- Facilitate a healthy and meaningful learning environment for all students.

WORK HISTORY (Past)

Assistant City Manager

City of Bartlesville, OK | 05/2023 – 05/2024

- Provided administrative oversight of departments including Police, Fire, Library, and Airport.
- Managed budgets totaling over \$23.4 million annually.
- Served as Emergency Management and Economic Development Liaison.
- Coordinated strategic planning initiatives and homelessness response.
- Negotiated union contracts as part of the Police/Fire Union Negotiation Team.

Chief of Police

Bartlesville Police Department, Bartlesville, OK | 10/2018 – 05/2023

- Directed law enforcement operations for a population of 37,000.
- Supervised 100 personnel across multiple units, including animal control and communications.
- Administered a \$9 million departmental budget.
- Spearheaded hiring, promotions, and disciplinary actions.

Chief of Police

Anadarko Police Department, Anadarko, OK | 12/2016 – 09/2018

- Managed law enforcement services for a community of 7,000 residents.
- Directed a 21-member department and a \$2 million annual budget.
- Enhanced operational efficiency through personnel and budget management.

Facility Director/Warden

Tulsa Transitional Center, Tulsa, OK | 06/2014 – 12/2016

- Oversaw operations of a 390-bed halfway house for male offenders.
- Supervised hiring, training, and performance evaluations for staff.
- Managed a \$4 million annual budget and implemented process improvements.

Chief Deputy Coroner/Chief of Investigations

Weld County Coroner's Office, Greeley, CO | 10/2011 – 01/2014

- Certified by the American Board of Medicolegal Death Investigators.
 - Directed investigations to determine cause and manner of death.
 - Supervised a division of investigators and managed operational budgets.
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EDUCATION

- Master of Science: Administration of Justice and Security, *University of Phoenix* (2010)
 - Bachelor of Arts: Criminal Justice, *East Central University* (1999)
 - Administrative Officers Course, *Southern Police Institute* (2021)
 - Police Executive Leadership Graduate Program, *University of Louisville* (2021)
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CERTIFICATIONS

- Oklahoma Certified Peace Officer (CLEET) (1999–2005, 2016–Present)
 - Advanced Peace Officer Certification (CLEET) (2017–Present)
 - Colorado Certified Peace Officer (POST) (2005–2014)
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AWARDS

- Law Enforcement Administrator of the Year (2021)
 - Life Saving Award (2022)
 - Heat Hero Award (2006)
 - Meritorious Service Awards (2004, 2006)
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ORGANIZATION & BOARD MEMBERSHIPS

- Member: International Association of Chiefs of Police
 - Former Vice Chair: Council on Law Enforcement Education and Training Advisory Council
 - Former Executive Board Member: Oklahoma Association of Chiefs of Police
 - Board Memberships: Boys and Girls Club, Salvation Army, Bartlesville Rotary
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