

CLASS TITLE: SENIOR POLICY ADVISOR – SMALL BUSINESS, ENTREPRENEURSHIP AND ECONOMIC INNOVATION

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for leading efforts within the Mayor's Office of Economic Development related to enhancing Tulsa's small business and entrepreneur ecosystem, serving as the primary ambassador for the Mayor's Office on entrepreneurship and innovation policy discussions. Ensures that all efforts directly incorporate recommendations and strategies within the New Tulsans Initiative and Resilient Tulsa Strategy, with the goal of serving and empowering historically underrepresented, disadvantaged, and minority communities. Also responsible for other related assigned duties.

ESSENTIAL TASKS:

- Works with the Finance and Engineering Services Department leading efforts to modernize procurement practices to identify opportunities to support the growth of small businesses and high-growth local companies
- Coordinates with the Mayor's Office of Resilience and Equity leading efforts to enhance the City's Small Business Enterprise program
- Develops and leads economic development strategies related to ensuring small businesses, entrepreneurs, and high-growth companies are properly served by the City and are able to navigate local regulatory processes
- Serves as the first and primary point of contact within City Hall for entrepreneurs and small businesses
- Researches, develops, and implements support services and programs for entrepreneurs, small businesses, and high growth companies
- Serves as the primary ambassador for the Mayor's Office of Economic Development in community and state-wide policy discussions around entrepreneurship and innovation
- Establishes relationships with senior leaders of the business community and key leaders of Tulsa's entrepreneur ecosystem and works with them researching and developing public policy and programs leading to the growth of innovation and knowledge-based companies in Tulsa
- Works with key leaders of Tulsa's entrepreneur ecosystem to research and develop public policy and programs
- Leads efforts for the City related to key entrepreneur events
- Develops marketing and communications strategies to better brand City of Tulsa as a hub for entrepreneurs and innovation
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS

Training and Experience: Graduation from an accredited college or university with bachelor's degree in public or business administration, entrepreneurship studies, political science, economics, finance, urban and regional planning, or related field; master's degree in a related field preferred. Possession of five (5) years of progressively responsible experience in economic development, community development, public policy, business planning or operations, or a role associated with the support of small businesses, entrepreneurs or startups; as an entrepreneur or small business-owner; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of public policy, laws, regulations and procedures pertaining to economic development; considerable knowledge of national and global economic and job-growth trends, particularly trends impacting Tulsa's major industries and largest employers; considerable knowledge of project and time management techniques; knowledge of best practices in public policy supporting the growth of entrepreneurs, high-growth startups, and corporate innovation; knowledge of the principles and practices of government and community relations as well as economic and community development, urban planning, building, and planning requirements and permits; Ability to plan and coordinate programs with the local community and government organization; ability to maintaining effective

working relationships with individuals, businesses, general public and internal/external agencies; ability to quickly and effectively prioritize and reprioritize work based upon shifting demands; ability to communicate effectively, both verbally and in writing; ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.

Class Code: 1193

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative

Series: Urban Development

Effective Date: March 20, 2019