

**CLASS TITLE: DIRECTOR OF HOUSING**

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction is responsible for planning, implementing, and directing the City of Tulsa's Affordable Housing Strategy and related duties.

**ESSENTIAL TASKS:**

- Establishes and maintains effective working relationships with municipal officials, employees, outside agencies, and the public
- Advises municipal officials on innovative solutions to increase the quality, safety, and affordability of Tulsa's housing stock
- Develops strategic partnerships with city, state, and federal housing agencies, as well as non-profit and for-profit developers considering new affordable housing development and preservation within Tulsa
- Coordinates the City's use of federal housing funds and supports neighborhood services with an equity lens
- Leads community engagement efforts to inform City's housing strategies and better serve citizens' housing needs
- Identifies and implements policies and strategies to reduce Tulsa's eviction rate
- Serves as City's liaison to the Tulsa Housing Authority and the Tulsa County HUD funded Continuum of Care (A Way Home for Tulsa)
- Serves as City's liaison to the Tulsa Planning Office on neighborhood-level planning efforts
- Ensures City's housing policies, procedures, and practices comply with applicable laws and regulations
- 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 a bachelor's degree in public or business administration or a related field, and a minimum of six (6) years of professional and administrative experience in affordable housing or public administration at the municipal, state and/or federal level.; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of local, state, and federal affordable housing finance programs and resources; considerable knowledge of Fair Housing laws and regulations; experience developing, implementing, and evaluating data-driven housing strategies in government or non-profit environments; strong critical thinking, problem-solving, negotiating skills; ability to plan, organize, and review the work of others; ability to communicate effectively about complex topics both verbally and in writing; and the 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 carrying up to 10 pounds; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Not required but membership in related professional organizations preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 2067**

**EEO Code: E-01**

**Pay Code: UC**

**Group: Cultural, Legal and Sciences Group**

**Series: Urban Development**

**Effective Date: February 10, 2021**