



CLASS TITLE | DIRECTOR OF WORKING IN NEIGHBORHOODS

PAY GRADE: EX-60 | www.cityoftulsa.org/pay

Class Code: 1112

Effective Date: 09/07/2022

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the management, direction, and administration of interactions between citizens and City of Tulsa neighborhood residents to solve problems, promote livability and compliance with city codes, and encourage citizen engagement; directs and manages strategic planning and programs at Tulsa Animal Welfare (TAW); and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs the development and implementation of programs and special projects, including federally-funded community programs, to promote and enhance the livability and desirability of the City at the neighborhood level
- Develops and implements a system to encourage and facilitate neighborhood coalitions and track, analyze and provide creative solutions for neighborhood problems
- Develops and administers a process to facilitate communication and success sharing between neighborhoods and the City
- Prepares and administers an annual budget for the Working in Neighborhoods Department
- Develops and implements programs to increase public safety and strengthen education through local and state initiatives
- Supervises and assigns subordinate personnel
- Coordinates with City Council and various commissions and boards, attending meetings to explain policies and projects
- Initiates grant requests to foster economic vitality and neighborhood revitalization and improvement
- Promotes private and non-profit organization investment in Tulsa neighborhood projects and programs
- Develops comprehensive reports
- Formulates proposed policies and provides presentations to elected officials and neighborhood groups
- Supervises complaint and answer inquiries from the public
- Provides leadership and management oversight for TAW Division, including coordination with TAW managers, Mayor's office, City Council and the Animal Affairs Commission on policy matters and areas of citizen concern
- 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:

Must meet the following minimum requirements or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred and twenty (120) hours from an accredited college or university in political science, public/business administration, sociology or other related fields; **and**,
- (b) at least eleven (11) years of progressively responsible experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge:

- Considerable knowledge of laws, ordinances, policies and regulations related to municipal operation
- Considerable knowledge of principles and techniques of public administration, strategic planning, effective human resources management and supervision, and governmental budgeting, accounting, legislation, and finance
- Comprehensive knowledge of public information and community relations concepts, principles, methodology and techniques
- Considerable knowledge of available community resources applicable to the successful



CLASS TITLE | DIRECTOR OF WORKING IN NEIGHBORHOODS

PAY GRADE: EX-60 | www.cityoftulsa.org/pay

Class Code: 1112

Effective Date: 09/07/2022

management of community programs; and considerable knowledge of the federal grant process and procedures.

- Considerable knowledge of the methods of handling and maintaining custody of controlled substances, as well as related and applicable regulations and laws
- Knowledge of the geography of the city

Ability to:

- Examine and modify operations and procedures and formulate policy
- Plan, organize and implement strategies for neighborhood relations activities and initiatives
- Anticipate and analyze the effect of governmental actions on neighborhood groups and residents
- Organize and complete administrative matters involved with federal grants
- Analyze relevant studies, demographics, and data to address various problems and provide creative solutions
- Effectively communicate both verbally and in writing
- Utilize the highest level of interpersonal skill to understand, select, develop and motivate people at any level within or outside the organization
- Promote a diverse and inclusive workplace and neighborhood programs that align with the City's resilience strategy

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 10 pounds; frequent pushing up to 5 pounds; occasional pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must possess a valid Oklahoma Class "D" Driver License; and must obtain and maintain (1) an International Code Council (ICC) certification for Property Maintenance and Housing Inspectors; and (2) Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

EEO Code: E-01

Group: Clerical and Administrative

Series: Urban Development