



CLASS TITLE | IMMIGRANT AND REFUGEE AFFAIRS MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 2077

Effective Date: 5/11/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for planning, directing, and managing the City of Tulsa's immigrant and refugee integration work; developing and promoting economic and educational opportunities; communicating inclusivity and equal opportunity throughout the community; and other related assigned duties.

ESSENTIAL TASKS:

- Convenes and coordinates the City's integration efforts with the immigrant and refugee community, stakeholders, faith-based community, and local, state, and federal agencies
- Researches and identifies emerging immigration issues and determining a course of action
- Identifies and pursues grants to support immigrant and refugee initiatives
- Educates immigrants and refugees on their rights and responsibilities
- Collaborates with state and local partners to develop immigration policies and programs
- Evaluates and monitors language access services in accordance with federal, state, and local legislation
- Assists the Chief Resilience Office by collaborating with City departments to develop a process addressing language accessibility
- Develops evaluation measures and progress reports executing the City's resilience work
- Manages and implements the New Tulsans Initiative welcoming plan and tracks progress for effectiveness
 - 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 one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a master's degree in public administration, public health, science, education, policy, communications, program evaluation, planning, or leadership of a related field; **and**,
(b) Three (3) years of experience in policy research and analysis; **including**,
(c) Experience in community engagement and strategic partnership building, and program development analysis relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from an accredited college or university with a bachelor's degree in public administration, public health, science, education, policy, communications, or a related field; **and**,
(b) Five (5) years of experience in policy research and analysis ; **including**,
(c) Experience in community engagement and strategic partnership building, and program development analysis relevant to the essential tasks listed in this job description

Knowledge, Abilities, and Skills:

Knowledge of:

- Comprehensive knowledge of immigration policies and integration efforts with considerable understanding of the national, state, and local immigration climate
- Considerable knowledge on the needs of linguistically diverse communities and cross-cultural issues and dynamics

Ability to:

- Analyze and resolve complex immigrant and refugee affairs
- Plan, organize, and review the work of others
- Communicate effectively about complex topics



CLASS TITLE | IMMIGRANT AND REFUGEE AFFAIRS MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 2077

Effective Date: 5/11/2022

- Utilize the highest level of interpersonal skills to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finer dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

EEO Code: E-02

Group: Clerical and Administrative

Series: City Development