



CLASS TITLE | COMMUNITY (CORE) AMBASSADOR

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 2656

Effective Date: 12/13/2023

PURPOSE OF THE CLASSIFICATION: Under general direction performs administrative, public relations, marketing, and community engagement work for the Tulsa Police Department by promoting public awareness and participation in crime prevention and education opportunities, creating official videos and content to communicate the programs and services available at the Tulsa Police Department, and coordination of public outreach and other related duties.

ESSENTIAL TASKS:

- Collaborates with staff and the community to Identify opportunities to outreach, engage, and educate the community about the Tulsa Police Department/crime prevention and maintains a schedule of community events.
- Plans, presents, facilitates, and implements effective educational and outreach activities, programs, and events for the Police Department
- Coordinates, tracks, and makes regular reports on the department's customer satisfaction surveys
- Tracks, maintains, and coordinates TPD community engagement marketing and promotions budgets
- Prepares reports and presentations on various topics as needed
- Produces, films, and edits official TPD videos
- Writes, designs, and coordinates all forms of print media and other marketing and communication materials for Tulsa Police Department
- Coordinates social media messaging for the official TPD community engagement web page and other social media platforms
- Photographs department events, facilities and maintains image library for the department
- Reports 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 criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 60 hours from an accredited college or university, or equivalent two-year technical school certificate; **and,**
- (b) One (1) year of experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the various social media platforms and how law enforcement can utilize social media to inform the public
- Knowledge of digital editing techniques
- Working knowledge and skills in Microsoft 365, TEAMS, Excel, Word
- Considerable knowledge of the principles of marketing and promotions
- Knowledge of TPD policies and procedures for community engagement

Ability to:

- Ability to effectively communicate in public both verbally and in writing
- Ability to plan and develop a comprehensive community engagement and education strategy
- Ability to engage citizens across diverse backgrounds and cultures
- Ability to manage projects



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Skill in:

- Skill and experience in event planning

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone, and other digital equipment; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office environment with some travel to various locations within the city; and must have flexibility to work nights or weekends as necessary.

EEO Code: N-02

Group: Clerical and Administrative

Series: General Administrative