



CLASS TITLE | PROJECT MANAGER, CITY COUNCIL

PAY GRADE: CS-72| www.cityoftulsa.org/pay

Effective Date: 02/14/2024

Class Code: 2111

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the project management functions for a diverse portfolio of City Council initiatives ranging from internal department projects to improve organizational knowledge, consistency, and efficiency, to performing project management functions for City Council community and interdepartmental projects by engaging internal and external stakeholders, leading performance management functions, and supporting data driven decisions and other related duties as assigned.

ESSENTIAL TASKS:

- Performs project management duties for City Council tasks forces, committees, working groups and similar initiatives
- Develops agendas, data visualizations (charts, graphs, infographics), slide decks, and follow-up items for assigned projects
- Identifies and engages the appropriate stakeholders to understand needs and develop insights on how to develop new approaches to solving difficult civic issues
- Assists the Council with recommendations on the efficiency, economy, and effectiveness of administrative practices by evaluating processes, identifying systemic issues to improve performance, and proactively researching best practices and evaluating data to achieve solutions
- May represent the City Council on interdepartmental city efforts that determine the appropriate combination of policy, programs and services, systems building, convening, research, and partnerships that the City of Tulsa should undertake to create sustainable, measurable improvement in services
- Assists the Council Administrator in executing City Council departmental events, programs, and projects such as retreats, the City budget process, and records requests
- Assists the Council Administrator with efforts that increase organizational knowledge and consistency by improving and documenting internal processes, planning and assisting with orientation efforts, and creating training materials
- Makes straightforward, effective, and professional presentations to the City Council, employees, stakeholders, and the public
- Establishes collaborative team-oriented relations with people at all levels of the organization
- May act as a liaison between Councilors, City Administration, and/or the public
- 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) Graduation from an accredited college or university with a bachelor's degree in business or public administration, project management, organizational design, communication, political or social science, or related field; **and,**
- (b) Four (4) years of experience related to the essential tasks of this job description
- (c) Experience working with the public, in a customer-focused environment, and/or with a variety of stakeholder populations preferred



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Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of process evaluation methods
- Knowledge of the legislative function of a municipal government
- Working knowledge of computer systems and applications

Ability to:

- Demonstrated ability to independently manage projects from idea to execution
- Demonstrated ability to proactively anticipate the needs of a project, stakeholder, and/or an organization with little to no direction
- Demonstrated ability to appropriately prioritize tasks and adjust in a fast-paced environment
- Demonstrated ability to exercise discretion, mental discernment, and professionalism in representing others or an organization
- Ability to work independently and to recognize, analyze and diplomatically solve problems by deeply understanding the underlying problem
- Ability to effectively communicate verbally and in writing including the ability to present complex topics in a manner that can be easily understood by the target audience
- Ability to interface effectively with employees at all levels of the organization, including executives, elected officials and the public including in formal and informal leadership settings
- Ability to design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Ability to actively listen and ask effective questions to understand the needs and gather information
- Ability to lead multiple projects of varying complexity

Skill in:

- Project management and attention to detail
- Written and verbal communication, including the ability to communicate effectively with diverse audiences through a variety of mediums
- Public speaking, adult instruction, and coordinating community response

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; and may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates:

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

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require travel to off-site locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative