



CLASS TITLE | NEIGHBORHOOD ABATEMENT COORDINATOR

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2636

Effective Date: 08/03/2022

PURPOSE OF THE CLASSIFICATION: Under general supervision provides improved living environments by enforcing zoning, nuisance ordinances, property maintenance codes and laws to eliminate various hazards including illegal and criminal activities; and other related assigned duties.

ESSENTIAL TASKS:

- Reviews, evaluates, and analyzes police and fire investigative reports, to identify, and conduct complex technical illegal and criminal investigations, determining a course of action, and coordinating activities to remove or remediate neighborhood drug, prostitution, and hazardous sites
- Prepares reports to support findings of illegal and criminal activity investigations, outlining a course of action in compliance with policies and procedures and applicable ordinances, state, and federal regulations
- Prepares and coordinates cases for legal notification and prosecution
- Gives public presentations to applicable Boards, committees, and management
- Provides investigative assistance to police, fire departments and City departments when requested
- Creates, monitors, and maintains case files and various reports
- Mediates complex zoning, nuisance, and property maintenance complaints between impacted parties
- Organizes chronic nuisance property cases, posts notices and orders on properties and may serve legal notices
- Represents the department at public meetings regarding code enforcement and property maintenance matters
- Performs inspections and investigations securing compliance with applicable ordinances, state, and federal law and City nuisance and zoning codes
- 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 128:

1. (a) Graduation from high school or possession of a General Education Development certificate (GED); **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities, and Skills:

Knowledge of:

- Extensive knowledge of zoning and nuisance codes, police protocol, law enforcement measures and various legal remedies utilized in remediation activities
- Good knowledge of crime analysis and criminal investigations

Ability to:

- Ability to prepare technical reports
- Ability to analyze crime patterns and trends
- Ability to mediate, coordinate and resolve complex situations effectively
- Ability to summarize and disseminate information in a clear and effective manner
- Ability to discreetly handle sensitive and confidential information



CLASS TITLE | NEIGHBORHOOD ABATEMENT COORDINATOR

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2636

Effective Date: 6/8/2022

- Ability to understand and influence the behavior of internal and external customers

Physical Requirements: Physical requirements include arm and hand dexterity; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, kneeling, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Valid Oklahoma Class "D" Driver License
2. International Code Council (ICC) certification for Property Maintenance and Housing Inspectors within one (1) year of hire date
3. Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections and may be exposed to unsafe buildings, loud noise, and toxic fumes; and may have minimal exposure to narcotics.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development