



CLASS TITLE | MANAGING DIRECTOR— CITY DESIGN STUDIO

PAY GRADE: EX-52| www.cityoftulsa.org/pay

Class Code: 1251

Effective Date : 03/22/2023

PURPOSE OF THE CLASSIFICATION: Under direction, manages city-funded vertical design and construction projects, creating practices and processes to engage and collaborate with neighborhoods, communities, and business stakeholders, and developing proposals in order to achieve mutually beneficial outcomes for existing neighborhoods and businesses; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Oversees design and project management on all publicly funded vertical projects, such as parks, public buildings, and non-utility urban infrastructure, working collaboratively with stakeholders to ensure successful project completion
- Employs best practice principles in human centered design to ensure best outcomes for users of the facilities built by the City using public funds
- Designs procedures focused on community engagement and helps facilitate mutually beneficial outcomes for neighborhoods and developers
- Establishes and maintains relationships and partnerships with organizations to expand the knowledge and skillsets of the City Design Studio to create designs focusing on user experience
- Ensures planners, engineers, architects, urban designers and the public have a forum for input and feedback in the process of designing public facilities
- Oversees public bidding processes for publicly funded construction projects to ensure compliance with applicable local, state, and federal regulations and transparency of the process and outcomes
- Apprises the administration and City leaders of ongoing activities and efforts to meet City goals
- Develops and works towards long-term strategic goals, including researching trends, analyzing data, and evaluating processes and procedures to identify improvement areas and implementing intentional changes to improve the quality of life for Tulsans
- Presents information at public meetings, authorities, boards, and commissions, and City Council meetings
- Actively manages projects, diverting focus and resources from one project to another quickly to accomplish goals, and managing multiple projects simultaneously with high level attention to detail and consideration for public needs and use of facilities
- Manages staff for the division, ensuring accurate and adequate training and adhering to the City's policies and procedures and engaging and developing the members of their team
- 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 120 hours from an accredited college or university; **and**,
- (b) Eight (8) years' experience relevant to the essential tasks listed in this job description.
- (c) *Experience in project management, urban design, place-making, and civic engagement preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, trends, practices, issues, programs and resources related to urban design and community engagement
- Best practices and trends related to urban design and community engagement



CLASS TITLE | MANAGING DIRECTOR— CITY DESIGN STUDIO

PAY GRADE: EX-52| www.cityoftulsa.org/pay

Class Code: 1251

Effective Date : 03/22/2023

- Structures and programs which result in collaborative working relationships between stakeholders
- Community development/regeneration
- The City of Tulsa and its history
- Project management practices that include working cooperatively with a diverse group of stakeholders
- The public bidding process as required by statute for public construction projects
- Human Centered Design principles
- Applicable local, state, and federal laws governing development and constructions
- The planning process, including urban design principles, development methods, City planning and zoning processes, public and private sector development principles, practices, and techniques
- Current trends in regional and national development
- Local and regional business and real estate markets
- Economic development principles, practices, and techniques The principles and practices of business and/or public administration
- The principles and practices of budgeting, administration, supervision, and personnel management
- The principles and techniques of public relations and marketing for development projects
- Technical research and report preparation related to development
- The principles and techniques of successful negotiation and conflict management
- The principles, practices, and methods of financing public sector projects
- Local stakeholders and design professionals, including architects, engineers, developers trade organizations, and advocacy groups

Ability to:

- Strong ability to quickly and effectively prioritize and reprioritize work based upon shifting demands
- Plan and coordinate complex programs with local community and government organizations and community stakeholders
- Train team members in the respectful facilitation of challenging discussions regarding the built environment, zoning, and land use
- Gain the trust of participants in a civic decision-making process
- Communicate effectively, both verbally and in writing, maintaining effective working relationships with government officials, community groups, businesses, general public, and internal/external agencies
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization
- Lead and manage others, as well as work as an effective team member
- Represent the City of Tulsa in an ethical manner always
- Maintain records, prepares reports, and composes correspondence relative to the work
- Analyze complex and technical financial and economic reports, projects, papers, and periodicals
- Coordinate data from diverse sources, organize it, and present conclusions
- Analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- Develop and administer program policies, procedures, and guidelines
- Negotiate and resolve complex technical problems involving diverse and conflicting issues
- Maintain favorable public relations
- Communicate effectively
- Proactively problem solve and effectively manage projects to deliver on-time results
- Support and engage others to work toward a common goal
- Innovate and inspire creative and positive collaboration between communities and stakeholders

Skill in:

- Building positive work culture and promoting colleagues' growth and development



CLASS TITLE | MANAGING DIRECTOR— CITY DESIGN STUDIO

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 1251

Effective Date : 03/22/2023

- Passionately advocating for the mission and goals of the City Design Studio division and the City of Tulsa
- Establishing and maintaining effective working relationships with elected officials, City management and staff, developers, and the general public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, repetitive motions, sitting and reaching; 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 setting and may require driving personal automobile for local and out-of-state traveling. Requires significant time working with districts outside of the office both during and outside of normal work hours. May be exposed to loud or disruptive people; and may be required to attend meetings and other events throughout the City.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development