



## CLASS TITLE | MANAGING DIRECTOR-- COMMUNITY DEVELOPMENT

PAY GRADE: EX-52| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1250

Effective Date : 03/22/2023

**PURPOSE OF THE CLASSIFICATION:** Under direction, administers community and economic development programs and initiatives, supporting residents in creating economically viable and sustainable communities through neighborhood partnerships, housing programs, and community development initiatives, evaluating current and future requirements for communities, working cooperatively with neighborhoods to understand local issues and needs, and monitoring public programs to support community development; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Manages staff engaged in community development programs, initiatives, and strategic planning and goals related to housing, neighborhood partnerships, destination districts, community enhancement opportunities and strategic partnerships designed to collaboratively facilitate sustainable and desirable quality of life in communities throughout the city
- Formulates, develops, maintains, and promotes a vision for future citywide community development
- Develops and oversees the creation and implementation of strategies, policies, and processes to ensure successful outreach and engagement with residents, businesses, and community stakeholders
- Manages partnerships and relationships to ensure the alignment of community development projects and services with strategic redevelopment plans
- Directs and oversees the preparation, administrations, and deployment of various state and federal grants tied to community development and housing programs
- Develops, updates, and maintains applicable long- and short-range development goals for the departments
- Administers the division's budget as well as the budgets for submission to applicable state and federal agencies
- Coordinates divisional activities to ensure cooperative and collaborative work with City departments
- Presents to public groups, the administration and other elected officials on the goals, programs, and plans of the division
- Identifies resources, stakeholders, and potential funding sources in support of strategic plans and goals, cultivating relationships and partnerships and advocating in support of city wide initiatives
- 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

### Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, trends, practices, issues, programs and resources related to community development
- Best practices and trends related to community development and community engagement
- Public relations practices and techniques
- Structures and programs which result in business development and job creation
- Community development / regeneration

Ability to:



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- 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
- 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
- Design, organize, and present promotional programs
- 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
- Work cooperatively with a team
- 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
- Passionately advocating for the mission and goals of the Community Development Division and the City of Tulsa

**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.

**EEO Code: E-02**

**Group: Clerical and Administrative**

**Series: Urban Development**