

PURPOSE OF THE CLASSIFICATION: Under general supervision, provides professional planning and urban development services within the City of Tulsa to facilitate the revitalization of commercial districts and oversees plan implementation to create and preserve unique destination districts citywide; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves as the lead and coordinator for the Destination District Program-, as well as for other planning initiatives, such as the Main Street Programs, as assigned by management
- Oversees the implementation efforts of adopted plans and assists in the design and implementation of planning programs
- Participates in the City's capital improvements process through collaborative work, including project recommendation and prioritization, development, and design approval for assigned key public projects
- Develops a process, criteria and outreach for program administration to allow for future growth of programs
- Leads inclusive, collaborative and meaningful public engagement efforts with district representatives
- Establishes and leads a process to identify and prioritize future planning areas that would benefit from participation in the Destination District Program
- Provides technical training and support to emerging districts, including developing resources and programs to support placemaking and emerging districts
- Coordinates collaboration across districts and various partners to leverage resources and successfully implement projects
- Implements a process to track, analyze and report key performance indicators of progress for districts
- Presents periodic reports to public officials, community groups and others on the Destination Districts Program and plan implementation
- Researches, analyzes, and presents data in the form of written, graphic, or oral reports
- Speaks effectively at community, neighborhood or other public meetings
- Answers inquiries from the public regarding planning 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) Five (5) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Economic and community development strategies and tools
- Redevelopment strategies and tools
- Retail, market fundamentals, and economic trends and conditions
- Organizational and funding strategies

Ability to:

- Assess and identify needs related to infrastructure, access and safety, parking, traffic and mobility, active transportation, public services, and urban design
- Develop documents, including but not limited to, Professional Service Agreements, Business Plans, Strategic Plans, Business Improvement Districts/Special Improvement Districts, Contracts, and Toolkits.

Skill in:

- Performing assessments, establishing a vision, determining priorities, and setting and implementing goals
- Applying concepts of organizational fitness, placemaking and market alignment to business plans and redevelopment strategies
- Community building and creating local connections between neighborhoods and businesses
- Community engagement
- Copywriting
- Coordinating groups, community events, and consortiums
- Business development, organization, budgeting, operations and finance and in facilitating groups of various sizes and ranges of diversity.
- Oral and written communication skills
- Must be proficient in Microsoft Office.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; 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 . Requires significant time working with districts outside of the office both during and outside of normal work hours for which private means of transportation must, occasionally, be available.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development