



# CLASS TITLE | FINANCIAL EMPOWERMENT PROGRAM ASSISTANT

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2651

Effective Date : 03/29/2023

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for assisting in leveraging municipal engagement to improve the financial stability of low and moderate-income households by embedding financial empowerment strategies into local government infrastructure, including contract compliance, and partnership collaboration; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Assists in the development and implementation of strategic and sustainability plans for financial empowerment programming
- Oversees contracts related to Financial Empowerment Center (FEC) service providers and other programmatic vendors, as needed, including invoice review and tracking to ensure compliance with various funding stipulations and budgets
- Assists in conducting a thorough analysis of the financial empowerment landscape in the community and building relationships with key stakeholders and potential partners
- Leverages research, the learning community, and programmatic experience to inform policy change at the local level as applicable
- Identify and facilitate integrations between City, community programs and the FEC as appropriate to streamline services and improve client outcomes
- Coordinates with FEC service providers to ensure that data collected within the client management and database system is complete and accurate; problem-solves operational issues, including programmatic integration with host sites and referral relationships with local government agencies or non-profits
- Develops the content, timeline, and work plans for programs and initiatives that are integrated with the FECs
- Ensures FECs and other program providers are compliant with protocols, outcomes, and other requirements
- Coordinates with FEC providers, referral partners, and local government agencies to design and implement data sharing partnerships, as applicable; collect, aggregate, and prepare programming reports for funders and stakeholders including monthly reports to the Mayor and senior staff and quarterly reports to the City Council
- Supports marketing, outreach, and strategic referrals of clients to the FECs, including community outreach events
- 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 one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and,**  
(b) Two (2) years of experience relevant to the essential tasks listed in this job description; **including,**  
(c) Three (3) years of experience working in a professional environment implementing complex projects, data collection and analysis, data visualization, performance management, strategic planning, contract management and community development and outreach or 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,**



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- (b) Four (4) years of experience relevant to the essential tasks listed in this job description; **including,**
- (c) Three (3) years of experience working in a professional environment implementing complex projects, data collection and analysis, data visualization, performance management, strategic planning, contract management and community development and outreach or experience relevant to the essential tasks listed in this job description

## Knowledge, Abilities and Skills:

### Knowledge of:

- Contract compliance
- Financial education, asset building, or community development
- Invoice review and accounts payable
- Large datasets and data management
- Partnership collaboration

### Ability to:

- Facilitate and organize with proven organizational, interpersonal, and motivational skills
- Hold others accountable under contractual guidelines
- Execute multiple projects of varying complexity
- Function effectively with protocols and challenges of operating within a high-profile local government program
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

### Skill in:

- Written and verbal communication
- Attention to detail

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; may be subject to walking, sitting, standing for extended periods, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: 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 other City facilities.

**EEO Code: N-02**

**Group: Fiscal**

**Series: Financial Management**