



# CLASS TITLE | CHIEF MENTAL HEALTH OFFICER

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

Class Code: 2097

Effective Date: 08/16/2023

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**PURPOSE OF THE CLASSIFICATION:** Under general direction serves as the city-wide Chief Mental Health Officer, applying a mental health lens to the city's work and increasing collaboration among mental health programs, crisis response systems, and related services to achieve positive outcomes for Tulsans; serves as the Deputy Chief Resilience Officer to implement key actions of Tulsa's resilience strategy and related initiatives to advance the goal of making Tulsa a world class city that is inclusive, welcoming, and making progress towards racial equity and resilience; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Creates implementation plans, tracking systems, and evaluation frameworks for city-wide strategies, actions, and projects to ensure successful completion
- Manages city-wide, multi-sector planning groups, committees, and working groups
- Provides leadership and oversight in developing and implementing a comprehensive mental health agenda for Tulsa with an initial focus on immediate and long-term strategies to support youth mental health and increasing effectiveness and quality of crisis response services for all ages; builds upon the inventory of services and suggested recommendations of the Children's Mental Health and Family Resilience Commission
- Works collaboratively with mental health coalitions, collaboratives, partnerships, and associations, and other key leaders in the behavioral health system and related systems
- Develops a robust participatory community engagement strategy to increase public awareness about mental health and create opportunities for feedback about behavioral health, crisis systems and other related systems
- Develops and reviews quality metrics for the behavioral health system in Tulsa, recommending quality improvement interventions to the relevant organizational leaders, and ensures appropriate monitoring and tests of the system for fidelity and outcomes
- Establishes written agreements to execute the crisis system protocol with public safety departments and crisis response provider organizations
- Develops and institutes procedures for individual crisis case reviews and root cause analyses using a formal quality improvement framework to improve Tulsa's crisis continuum providing recommendations for system improvements based on data such as revision of policies, procedures, and protocols that define the roles and responses of the key partners in the crisis collaboration
- Provides regular status reports (e.g., written reports, presentations, memos, briefings, etc.) to City leadership, funders, residents, and community stakeholders on the progress of initiatives
- Makes recommendations to City leadership regarding system resource needs, budget development, federal/state/local funding opportunities, and funding proposals.
- 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 one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
- (b) Seven (7) years of progressively responsible experience in program management, community engagement, strategic planning, evaluation, or related areas relevant to the essential tasks listed in this job description



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(c) Master's degree in Public Administration, Public Health, Social Work or Business Administration or related field *preferred*

(d) Must have experience in the mental health or behavioral health field in a clinical, leadership, or policy setting

## Knowledge, Abilities and Skills:

### Knowledge of:

- Considerable knowledge of racial equity, social justice and participatory community engagement theories, methods, practices, and approaches
- Considerable knowledge of strategic planning methods
- Principles and practices of negotiating/team building techniques

### Ability to:

- Identify community disparity needs and develop plans to address them
- Prepare detailed documents/reports, briefing documents, policy memos and literature reviews
- Learn various software applications
- Work independently
- Effectively communicate both verbally and in writing
- Utilize the highest level of interpersonal skill in order to understand, motivate, and authentically engage with internal and external stakeholders
- Be flexible and adapt to changing priorities
- Recognize, analyze and solve problems by engaging others
- Demonstrated ability to merge knowledge, skills, and abilities with demands of the position and team
- Demonstrated ability to utilize project management skills to effectively plan and manage projects and programs

### Skill in:

- The use of computers and various software including word processing, spreadsheets and operating systems
- Demonstrated skill with applying design thinking, prototyping, and evaluation methods

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; frequent carrying and pushing up to 5 pounds; frequent pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, and twisting; 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 requires working evenings and weekends and travel to various City locations.

**EEO Code: E-02**

**Group: Clerical and Administrative**

**Series: Urban Development**