



# CLASS TITLE | RESILIENCE AND EQUITY PROGRAM ADMINISTRATOR

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

Class Code: 2658

Effective Date: 1/24/2024

**PURPOSE OF THE CLASSIFICATION** Under supervision is responsible for project coordination and administrative support initiating and completing special project tasks necessary for the Mayor's Office of Resilience and Equity (MORE) including various key policy, programmatic, and community engagement initiatives, including supporting Title V Commissions, various committees, and advisory boards, and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Provides advanced coordination and support to Title V Commissions, committees, advisory boards and other groups as assigned, producing meeting agendas and other administrative documents, and attends meetings and coordinates with other departments as necessary
- Ensures that all meetings, committees, boards, or authorities including Title V Commission business is conducted in accordance with the Oklahoma Open Meetings Act
- Anticipates operational and administrative support needs of the Chief Resilience Officer so that assigned functions are completed in a timely manner, including collaborating on problem solving of key issues as they arise
- Supports the development and launch of new programs and policy initiatives, identifying and pursuing funding opportunities for the expansion of Resilience programs and develops funding proposals for new initiatives as needed
- Assists with maintaining a detailed tracking system to evaluate program or project effectiveness, establishing improvement goals, and providing progress reports to the team
- Responds to rapid research requests into program and service areas such as effective research-based practices to assist Tulsans
- Develops and maintains positive working relationships with community organizations, residents, business community, non-profit organizations, and government agencies as a representative of the Mayor's Office
- Drafts critical communications, letters, proposals, PowerPoint presentations, policy statements, briefings and talking points for the CRO on a wide array of topics
- Assists in the design and implementation of strategies with the Communications Department to enhance the effectiveness and align with the mission of the MORE Office via publications, media releases, articles, web content, social media, brochures, forms and various materials for associated committees, boards, or authorities including Title V Commissions and other resilience projects
- Provides other administrative support to resilience projects as required
- 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 a Bachelor's degree or 120 hours from an accredited college or university; **and**,
- (b) Three (3) years of experience relevant to the essential tasks listed in this job description.

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of research methods and techniques, and methods of report presentation
- Considerable knowledge of business organization.

Ability to:

- Take initiative, problem solve, prioritize duties, and balance competing priorities while paying close attention to detail, meeting deadlines and working well under pressure
- Remain persistent with a pro-active positive attitude
- Work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment



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- Establish productive and collaborative relationships with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies.

Skill in:

- Excellent skills in communication, writing and verbal presentation
- Excellent interpersonal skills and judgement
- Considerable leadership skills; and considerable creative skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT** Working environment is primarily indoors in an office setting and occasionally outdoors or at community sites for community events.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: General Administrative**