



# CLASS TITLE | DIRECTOR OF PLANNING AND NEIGHBORHOODS DEPARTMENT

PAY GRADE: EX-65 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 03/05/2025

CLASS CODE: 1288

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction, provides executive level leadership, strategic planning and execution for the Planning and Neighborhoods Department, including oversight of the City's physical design through zoning and subdivision regulations, relationships with neighborhood associations; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Works cooperatively with other City departments and departmental divisions to achieve strategic goals and positive outcomes for both internal and external customers,
- Leads continuous improvement efforts, utilizing process evaluation, data, metrics, and other tools to ensure accurate and adequate service to the citizens of Tulsa
- Develops and maintains relationships with the administration, elected officials, City departments, community groups and organizations to ensure alignment with stated organizational goals
- Oversees executive level leadership of strategic planning and code enforcement operations
- Prepares for and attends applicable Authorities, Boards, and Commission meetings, as well as presenting information to the Tulsa City Council
- Develops and tracks key performance indicators (KPIs), program metrics, and project evaluations to drive innovative solutions for the enterprise project management process to reduce interdepartmental barriers
- Attracts, recruits, guides, and retains leaders in various divisions to ensure accurate messaging, information, and outreach of the City's mission and strategic plans
- Creates implementation plans, output, and outcome measures for the department
- Prepares and prioritizes the annual budget, goals and strategic plans for the department
- 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 and twenty (120) hours from an accredited college or university; **and,**
- (b) Eleven (11) years of experience relevant to the essential tasks listed in this job description; **including,**
- (c) Five (5) years of experience in management, business or public administration, planning, sociology, criminal justice, engineering, or experience relevant to the essential tasks listed in this job description



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### Knowledge, Abilities and Skills:

#### Knowledge of:

- Systems and best practices to create the physical form and social construct of a city
- City ordinances related to nuisance, abatement, zoning, animal control, and property maintenance
- Budget development, tracking, and reporting
- Human resource management and supervision, including the City's collective bargaining agreements and policies and procedures
- Diversity, equity, and inclusion programs and best practices

#### Ability to:

- Explain processes and principles to a diverse customer base and garner understanding
- Motivate skilled and unskilled, professional and trades employees to accomplish set goals
- Think outside-the-box to solve problems and address issues impacting neighborhoods
- Work cooperatively with for profit and nonprofit agencies to enact change

#### Skill in:

- Communicating priorities and strategic goals
- Listening to stakeholders' priorities
- Implementing and updating strategic plans
- Implementing programs that benefit neighborhoods to improve living conditions

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: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

**EEO Code: E-01**

**Group: Clerical and Administrative**

**Series: Urban Development**