**Summary:** This position offers the opportunity to serve as the City of Tulsa’s leader in housing policy, and work in close coordination with the City of Tulsa’s Community Development, Economic Development, and Working In Neighborhoods (WIN) teams.

The right candidate will be a key member of the City’s leadership team, working under the direction of the Chief of Community Development & Policy. They will be charged with integrating housing policy in all phases of development and investment in Tulsa, and responsible for developing and implementing affordable housing strategies for a growing urban city; devising and recommending innovative solutions and incentives to increase the safety, health, and affordability of housing stock; developing strategic partnerships with city and state housing agencies and non-profit and for-profit developers considering new affordable housing development and preservation within Tulsa; coordinating the City’s use of federal housing program funds; and serving as liaison to the Tulsa Housing Authority.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* In partnership with the Chief of Community Development, Chief of Economic Development, Working In Neighborhoods Director, and Tulsa Housing Authority Executive Director, develop and implement affordable housing goals, objectives, policies, priorities, and staffing needs for the City of Tulsa.

* Research, analyze, and apply new and existing federal and state housing programs as they relate to the City’s affordable housing goals.
* Identify and initiate needed changes in City policies and procedures to qualify for and implement existing federal and state programs.
* Develop and implement internal mechanisms for the continuing review of programs administered by the City. Review the resultant data and make recommendations based on that data.
* Identify opportunities for greater community interaction in expanding the city’s affordable housing stock.
* Develop an educational campaign to inform citizens on what affordable housing is, who it serves, and its critical role in strengthening and growing the local economy.
* Perform technical research, analysis, and evaluation in key policy areas, including: innovative policymaking, program development, funding sources, operational procedures, and management systems.
* Market the city’s affordable housing demand and unique opportunities to experienced and qualified developers.
* Develop and implement affordable housing development incentives to attract qualified developers.

**CORE COMPETENCIES**

* **Leadership**: Provide direction by clearly and effectively setting courses of action.
* **Commitment**: Set high standards of performance; pursue aggressive goals and work hard/smart to achieve them; strive for results and success; convey a sense of urgency and bring issues to closure; and persist despite obstacles and opposition.
* **Customer Service**: Meet/exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; talk and act with customers in mind; and recognize working colleagues as customers.
* **Effective Communication**: Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively.
* **Analytical**: Synthesize complex or diverse information; collect and research data; and use intuition and experience to complement data.
* **Quality**: Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
* **Responsiveness and Accountability**: Demonstrate a high level of conscientiousness; hold oneself personally responsible for one's own work; and do the required fair share of work.
* **Confidentiality**: Must abide by strict ethical standards, integrity, objectivity and confidentiality when dealing with financial information, and budget analysis and must avoid any personal conflicts of interest.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job competencies.

**Educational Attainment**

Bachelor’s or Master’s Degree in Public or Business Administration or a related field, and a minimum of 10 years of professional and administrative experience in affordable housing and public administration at the municipal, state and/or federal level.

# Knowledge, Skills, and Abilities

* Experience in developing, implementing, and analyzing data-driven housing strategies in municipal environments is a priority.
* Extensive knowledge of local, state, and federal affordable housing finance programs and resources.
* Strong problem solving skills, and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
* Strong knowledge and skill set in project management.
* Ability to digest complex issues and explain them to others in a concise, straightforward manner; an ability to compose and edit documents to effectively communicate complicated topics.
* Extensive knowledge of Fair Housing law.
* Strong analytical, problem solving, and troubleshooting skills.
* Experienced negotiation techniques and principles.
* Perform other related duties as required.
* Solid knowledge of implementation methodologies.
* Comprehend and interpret complex rules, regulations and laws.
* Think critically, accurately analyze issues, and make recommendations that reflect an understanding of a complex policy and political landscape.
* Plan, problem solve, monitor, and coordinate activities to be in line with the City’s goals.
* Identify and respond to community and City Council issues, concerns and needs.
* Exercise sound, independent judgment.
* Strong computer skills (Microsoft Office, Outlook and Internet), and must be able to learn other computer programs as required.

# Licenses and Certificates

Must have possession of or the ability to immediately obtain and retain a valid Oklahoma Driver License and a driving record acceptable to the City.

# Physical Requirements

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or work station. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please forward resumes to Nick Doctor, Chief of Community Development & Policy for the City of Tulsa (**[ndoctor@cityoftulsa.org](mailto:ndoctor@cityoftulsa.org)**), with salary requirements.**

**Class Code: 2058**