

CLASS TITLE: MAYOR'S ASSISTANT-CHIEF RESILIENCE OFFICER

PURPOSE OF THE CLASSIFICATION: Under general direction, the Chief Resilience Officer (CRO) serves as Director of the Mayor's Office of Resilience & Equity, is responsible for establishing a compelling resilience vision for the City of Tulsa, and works across departments and with diverse stakeholders to implement the city's resilience strategy.

ESSENTIAL TASKS:

- Works collaboratively within a multi-disciplinary structure is primarily responsible for developing, maintaining and implementing the Resilient Tulsa Strategy
- Manages City processes assuring compliance with applicable laws and policies promoting equality of opportunity
- Manages the City's support of Title V Commissions
- Consults with and advises the Mayor and City Council with regard to relevant policy, regulatory and investment decisions
- Prepares and monitors budgets, secures resources needed to implement resilience outcomes, and evaluates and reports progress toward key milestones
- Guides the development of a communication strategy for Tulsa's resilience efforts
- Identifies, cultivates and delegates programs and projects to be implemented by City staff, key partners, and other stakeholders
- Promotes community resilience and equality of opportunity through active and inclusive citizen engagement
- Facilitates sustained stakeholder engagement, close collaboration with community partners and coalitions in the public and private sectors to ensure complementary resilience planning
- Addresses civic and business groups and other organizations regarding the City's resilience efforts
- Builds and strengthens relationships with stakeholders in local government and across diverse sectors and professional disciplines
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in business or public administration, political science, non-profit or project management, or a related field providing the necessary knowledge and experience, with a master's or law degree preferred, and eight (8) years of progressively responsible experience in business, non-profit or public sector management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills Ability to plan, manage and direct a complex effort of policies, projects and operations; and the ability to utilize the highest level of interpersonal skill to understand, select, develop and motivate people at any level within or outside the organization. Comprehensive knowledge of the problems of diverse ethnic, cultural and other communities. Comprehensive knowledge of local, state and federal civil rights laws and ordinances. Considerable knowledge of available community resources. Ability to interpret legal documents, ordinances, policies and regulations, and to apply them to a broad spectrum of resilience and equity issues. Ability to communicate effectively as a public speaker before civic groups and community organizations. Ability to inspire and create action around the Resilient Tulsa Strategy throughout the community. Ability to communicate the concept of resilience and related topics to senior management and the public, and be a liaison to regulatory bodies. Ability to develop a network of external and internal contacts and resources.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject

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to walking, sitting, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel.

Class Code: 2058

Effective date: February 12, 2019