

CLASS TITLE: HOUSING COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction supports the implementation of a city wide housing strategy with a direct focus on displacement and homelessness and performs other related assigned duties.

ESSENTIAL TASKS:

- Engages community landlords, property managers and property owners as effective partners to preserve and expand the quality and quantity of available affordable permanent housing options for people facing displacement or homelessness
- Increases opportunities for formerly homeless individuals and families to maintain housing by providing communication and mediation between owners/landlords, tenants/applicants, and social service agencies as needed to remove barriers to maintaining housing
- Support the City's Housing Policy Director in designing and deploying a city-wide eviction prevention campaign
- Maintains a City of Tulsa housing dashboard hosted in Tableau
- Acts as a liaison with City departments and external stakeholders to achieve affordable housing outcomes
- Analyzes eviction data and reports to stakeholders
- Identifies and executes innovative interventions to decrease the eviction rate in Tulsa
- 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 a field relevant to the essential tasks of this job description and five (5) years of progressively responsible experience in community engagement, housing, law, public relations or related disciplines; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Experience with tenant outreach and advocacy, and eviction prevention preferred;

Knowledge, Abilities and Skills: Comprehensive knowledge of housing laws, regulations, ordinances, programs, resources, initiatives and enforcement activities; considerable knowledge of principles and practices of negotiating/team building techniques; knowledge of general operations and functions of local government services ; and some knowledge of project/contract management theory and practice and performance measurement. Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to work effectively with a broad range of people and positions, agencies and corporations; ability to comprehend and interpret complex rules, regulations and laws; ability to effectively communicate both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, motivate, and authentically engage with people at any level within or outside the organization; ability to be flexible and adapt to changing priorities; demonstrated ability to serve as an action-oriented individual who can merge their knowledge, skills and abilities with demands of the position and team.. Skilled in the use of computers and various software including word processing, spreadsheets and operating systems and the ability to learn various others.

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's License.

Page 2 (continued from Housing Coordinator)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires travel to various City locations.

Class Code: 1196

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative Group

Series: Urban Development

Effective Date: September 9, 2019