

CLASS TITLE: MAYOR'S ASSISTANT – SENIOR VICE PRESIDENT, COMMUNITY DEVELOPMENT

PURPOSE OF CLASSIFICATION: Under general direction, the Senior Vice President of Community Development serves as a member of the senior leadership team for the Tulsa Authority for Economic Opportunity, leading a team of staff dedicated to increasing shared prosperity and racial equity in Tulsa. This includes bringing together policy, strategy, and innovative tools to create and deliver diverse housing, development, and revitalization opportunities in the city of Tulsa; developing and leading engagement and outreach efforts to ensure equitable development that reflects the diversity of Tulsa's neighborhoods, residents, and history; and developing and managing innovative programs to build community and local developer capacity, and other related duties as assigned.

ESSENTIAL TASKS:

- Develops and leads strategies, policies, and processes to ensure successful outreach and engagement with Tulsa residents, businesses, and stakeholders as a part of Authority-led or Authority-involved, planning, programming, development and redevelopment efforts
- Develops and maintains strong relationships across neighborhood, developer, community, and business groups, ensuring increased and ongoing engagement with economically and historically disadvantaged Tulsans
- In coordination with Tulsa Planning Office and TAEO Development Finance staff, coalesces community input, existing plans, and knowledge of development economics and feasibility to guide Authority-involved development and redevelopment efforts
- Leads policy and programmatic efforts focused on eliminating racial disparities, developing innovative solutions responsive to the legal environment established by State Question 759
- Leads the implementation of innovative programs to support equitable development and redevelopment priorities, such as the City of Tulsa's Affordable Housing Trust Fund
- Identifies and develops new programs critical to implementing development strategies, researching national and global best practices and innovative efforts, with a focus on programs and strategies to resolve racial disparities and revitalize historically disadvantaged neighborhoods while maintaining affordability and preventing displacement
- Identifies and develops comprehensive funding strategies for program innovation, leveraging private, and philanthropic funding, as well as local, state, and federal funding
- Develops and executes programming meant to build knowledge, expertise, and engagement among Tulsa residents, with a focus on building capacity in the basic principles of economic and community development; construction, development and redevelopment; and development finance
- Develops and executes programming and communication efforts to inform customers and stakeholders of the work of the Authority, and how this work impacts, benefits, and is informed by the feedback of customers and stakeholders
- Manages a team of 2-3 existing staff, with the potential for team size to grow long-term
- 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 or master's degree in a field relevant to the essential tasks of this job description and at least seven (7) years of progressively responsible experience in planning, economic and/or community development, business or public administration, communications, community engagement, or related field; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, issues, programs and resources for community and economic development; comprehensive knowledge of the history of and public policy solutions to racial inequities; comprehensive knowledge of principles and practices related to community outreach and engagement; comprehensive knowledge of public policy, laws, regulations and procedures pertaining to community and economic development; considerable knowledge of the principles and practices of planning, land use, and development; and considerable knowledge of program planning,

monitoring and evaluation principles, practices and techniques. Strong ability to quickly and effectively prioritize and reprioritize work based upon shifting demands; ability to plan and coordinate complex programs with local community and government organizations and community stakeholders, meeting established parameters; ability to analyze development trends and effect strategic infrastructure plans to support new development; ability to facilitate priorities and program objectives, providing technical support on community and economic development issues; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public, and internal/external agencies; ability to independently research/analyze data/information and exercise judgment in resolving significant issues, negotiating agreements effectively and efficiently within time constraints; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

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; and may be subject to walking, standing and sitting; 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; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.

Class Code: 2058

Effective Date: May 4, 2021