



CLASS TITLE | CULTURE AND RECREATION ATTRACTIONS MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 2074

Effective Date : 06/29/2022

PURPOSE OF THE CLASSIFICATION: Under general direction, is responsible for the supervision and coordination of the City's cultural and recreation attraction facilities, programs, and contracts supporting and enhancing Tulsa's tourism and attraction efforts and performs other related assigned duties.

ESSENTIAL TASKS:

- Serves as primary liaison and works directly with organizations contracted to manage City-owned attractions, including, but not limited to museums, sports complexes, event facilities and other City-owned or operated cultural and recreation attractions and destination facilities or programs, as assigned.
- Manages and coordinates the City of Tulsa's efforts to market and promote tourism and the use of convention facilities and other attractions within the City of Tulsa, and serves the needs of visitors, encouraging recreational and economic activity in the City of Tulsa.
- Coordinates and manages the City's efforts to construct, reconstruct, operate, maintain, and repair buildings and facilities, fostering the development of the City as a world-class convention and tourist destination.
- Works with individual organizations, the Tulsa Regional Chamber, City departments and others to help coordinate and promote City-owned attraction facilities and programs.
- Attends public, community and agency meetings related to City-owned attractions, as assigned.
- Reviews financial and budget reports related to City-owned attractions and tourism and makes recommendations to management and the administration.
- Develops requests for grants to support City-owned attractions and manages awarded grants.
- Reviews and develops City policies related to City-owned attractions and tourism, creating strategic plans based upon best practices and new opportunities in the field and current industry trends, and makes recommendations to management and the administration.
- Acts as liaison with the Council, other authorities, boards, commissions, committees, and other City departments, as assigned.
- Maintains records related to City-owned attractions, including contracts, and ensures compliance regarding contractors, compliance, and contract renewals
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of one hundred and twenty (120) hours from an accredited college or university with emphasis in business administration, public administration, planning, marketing, or a related field; **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of sixty (60) hours from an accreditation accredited college or university with emphasis in business administration, public administration, planning, marketing, or a related field; **and**,
(b) Six (6) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:



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- Considerable knowledge of business organization and management
- Good knowledge of budget preparation and accounting principles
- Knowledge of data analysis, research methods and report presentations
- Some knowledge of contracts and legal agreements

Ability to:

- Ability to prepare and present reports
- Ability to review, analyze, draw conclusions from, and present data clearly and concisely
- Ability to communicate effectively, both verbally and in writing
- 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 dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.

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

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative