



CLASS TITLE | CHIEF ECONOMIC DEVELOPMENT OFFICER

PAY GRADE: EX-65 | www.cityoftulsa.org/pay

Effective Date: 04/30/2025

CLASS CODE: 1293

PURPOSE OF THE CLASSIFICATION: Under general direction manages a variety of public initiatives and funding sources to stimulate economic development projects, works closely with several organization on a variety of projects including business, location, retention, and expansion; considers, evaluates and makes recommendations on proposals from the private development community requesting public incentive and oversees certain staff support for the Mayors' Office of Economic Development; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Collaborates with the Tulsa Regional Chamber and the Tulsa Authority of Economic Opportunity to ensure the Mayor's economic initiatives are realized
- Creates, negotiates, and manages City contracts with regional and city organizations related to economic development activities
- Helps to create economic development short and long-term goals, objectives, policies and priorities for the City
- Oversees all economic development initiatives, activities and proactive strategy related to Tax Increment Finance Districts, tax abatements, business improvement districts and similar City economic development tools
- Works with City Finance to manage all economic development funds and housing funds under the City's control
- Acts as ombudsman to local business community
- Makes feasibility determinations and is involved in negotiations related to proposed developments requesting public assistance
- Supports and provides financial analysis oversight to team to coordinate between City Departments, teams, developers, providing city information to developers
- Manages and evaluates the work of administrative, clerical and technical staff reporting to this position
- Reports 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 the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree;
and,
- (b) Eleven (11) years of experience creating and implementing financial incentives for government or commercial development projects; knowledge of and capacity to learn more about state and local regulations regarding



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economic development; experience working in a matrix organization and influencing various subject matter experts in different areas of the organization; or comparable work experience that translates to these skills

Preferable but not required knowledge, abilities and skills:

- Considerable knowledge of the principles, practices, issues, programs and resources for economic development, business assistance and procedures for fund acquisition
- Comprehensive knowledge of public/private sector marketing and promotional approaches to stimulate/promote economic activity
- Good knowledge of financing techniques and procedures relating to real estate, business/industrial development and land financing
- Good knowledge of program planning, monitoring and evaluation principles, practices and techniques
- Ability to communicate effectively and maintain effective working relationships with city employees, internal and external agencies and the general public
- Ability to negotiate contracts and meet deadlines
- High emotional intelligence and the ability to motivate people within and outside of the organization
- Moderate computer skills

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 10 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" Driver 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.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development