



CLASS TITLE | DIRECTOR OF MENTAL HEALTH AND COMMUNITY PARTNERSHIPS

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Effective Date: 07/01/2026

CLASS CODE: 2141

PURPOSE OF THE CLASSIFICATION: Under general direction, leads the development and implementation of citywide mental health and strategy with a focus on policy alignment, system-level impact and research; oversees key initiatives including the Children’s Mental Health Initiative (CMHI) and other mental health grants; coordinates strategic partnerships across the community; and performs other related assigned duties.

ESSENTIAL TASKS:

- Leads the development and implementation of a comprehensive mental health and health strategy for the City of Tulsa
- Conducts, synthesizes, and translates research to inform policy, systems change, and strategic decision-making
- Analyzes local, state, and national policy landscapes and provides recommendations to ensure alignment with the optimal health and well-being of Tulsans
- Build and maintain partnerships with policy organizations, academic institutions, community-based organizations, and advocacy groups to support coordinated, evidence-informed efforts
- Oversee the CMHI and other mental health grants, including strategic direction, implementation, and alignment with city priorities
- Supervises mental health grant project coordinators, project directors and associate staff
- Develop framework for evaluating program and policy impact, including identifying metrics, analyzing data, and reporting outcomes
- Convenes and facilitates cross-sector stakeholders to support systems-level coordination and policy alignment
- Prepares reports, policy briefs, presentations, and recommendations for City leadership, funders, and community stakeholders
- Identifies funding opportunities and contributes to grant development and strategic resource planning
- Serves as a subject matter expert on mental health and its intersection with broader health and social drivers of health
- Represents the City in meetings, coalitions, and public forums related to mental health, health strategy, and policy
- Provides regular updates to City leadership on progress, challenges, and opportunities related to strategic initiatives
- 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:



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- (a) Graduation from an accredited college or university with a Master's degree in public health, public policy, social sciences, or a related field; Doctoral degree *preferred*, **and**,
- (b) Minimum of seven (7) years of progressively responsible experience in research, policy analysis, program strategy, or related area
- (c) Three (3) years of supervisory experience *preferred*

Knowledge, Abilities and Skills:

Considerable Knowledge of:

- Mental health systems, policy environments, and service delivery landscapes
- Research methods, policy analysis, and evaluation frameworks
- Social drivers of health and population health approaches
- Local, state and federal policy processes

Ability to:

- Translate research into actionable policy and strategy
- Build and sustain cross-sector partnerships
- Analyze complex systems and identify opportunities for alignment and improvement
- Communicate effectively with diverse internal and external customers
- Work independently while managing multiple priorities in a dynamic environment

Skill in:

- Strategic planning and systems thinking
- Policy development and analysis
- Data interpretation and reporting
- Facilitation and stakeholder engagement
- Written and verbal communication
- Public speaking

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator and telephone; occasional lifting and carrying up to 10 pounds; may be subject to sitting for extended periods of time, walking, standing, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

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



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WORKING ENVIRONMENT: Working environment is primarily indoors in an office and remote setting; requires some travel to various locations and community meetings; may require occasional evening or weekend work.

EEO Code: E-01

Group: Clerical and Administrative

Series: Urban Development