

CLASS TITLE: DOWNTOWN COORDINATING COUNCIL MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction performs general management and administrative work in providing oversight and direction for the Downtown Coordinating Council (DCC) in areas of budget and services, marketing and promotions streetscape and beautification, parking and transportation and safety and security for downtown Tulsa and other related assigned duties.

ESSENTIAL TASKS:

- Performs difficult and responsible analyses and studies on a wide range of management, administrative, financial, facilities and other organizational issues in support of the planning and execution of DCC mission, goals and objectives
- Defines and applies appropriate study methodologies and utilizes sound analytical tools and techniques to achieve sound, reliable, fact-based conclusions and recommendations
- Implements strategic DCC plan and specific Capital Improvement Projects (CIP)
- Coordinates and provides comprehensive oversight and procurement of contractors, services and materials for specific CIP projects with other City departments, including engineering, streets and storm water, communication, legal and finance
- Creates annual DCC budget and weekly/monthly reports, providing budget management and financial accounting as directed by the Mayor's office and DCC board
- Coordinates and supports DCC and related standing committees, establishing and maintaining a positive working relationship with downtown stakeholders and government officials
- Guides the strategic planning and development of overall marketing and promotional efforts for the DCC, serving as the Public Information Officer and the primary point of contact for all media requests and generates interaction with the media on DCC related projects and events impacting community relations
- Oversees, coordinates and collaborates in the preparation and updating of DCC branded materials, including documents, websites, presentations and social media communications
- Participates in downtown owners associations and community activities congruent with DCC goals
- Responds to and assists downtown property owners and businesses with issues related to their enterprise
- Manages relationship with American Parking, giving priority to parking initiatives and service improvements to the public to ensure needs met and issues impacting revenue goals mitigated
- Acts as DCC liaison between stakeholders and government officials regarding DCC activities, utilizing service-on-request, responding to requests while providing advance information to downtown stakeholders and officials related to DCC projects and initiatives
- 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 master's degree in management, organizational/economic development, planning or public administration or a closely related field and eight (8) years of experience managing a related organization, in a high level city government, public administration or economic development position, in working with urban issues and development or a broad range of constituencies and interests; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of modern principles and practices of management, City government structure/processes and downtown development/history, marketing administration, marketing research and promotional campaign development; comprehensive knowledge of customer service, public relations and media outreach and management practices and methods to facilitate issue resolution and promote service satisfaction. Demonstrated ability to develop and maintain working relationships,, budget and services and streetscape beautification; demonstrated ability in management administration, oversight and direction in areas of parking, transportation, safety and security for downtown Tulsa; demonstrated ability in writing and public speaking; ability to operate a computer and

utilize various Microsoft applications; ability to manage and coordinate other personnel in program preparation; ability to manage operational matters, various programs and develop business improvement initiatives; 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. Position requires excellent communication/advocacy skills in working with media, elected officials and variety of internal and external organizations important to downtown.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key and telephone, frequent pushing and pulling up to 10 pounds, may be subject to extended periods of walking, standing, sitting, reaching, bending and handling, 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; and requires travel to attend and participate in conferences, meetings or media events.

Class Code: 1016

EEO Code: E-02

Pay Code: EX-52

Group: Clerical and Administrative

Series: General Administrative

Effective Date: February 28, 2014