CLASS TITLE: DIRECTOR OF WORKING IN NEIGHBORHOODS

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the management, direction and administration of interactions between citizens and City of Tulsa neighborhood residents to solve problems, promote livability and compliance with city codes, and encourage citizen engagement.

ESSENTIAL TASKS:
- Directs the development and implementation of programs and special projects, including federally-funded community programs, to promote and enhance the livability and desirability of the City at the neighborhood level
- Develops and implements a system to encourage and facilitate neighborhood coalitions and track, analyze and provide creative solutions for neighborhood problems
- Develops and administers a process to facilitate communication and success sharing between neighborhoods and the City
- Prepares and administers an annual budget for the Working in Neighborhoods Department
- Develops and implements programs to increase public safety and strengthen education through local and state initiatives
- Supervises and assigns subordinate personnel
- Initiates grant requests to foster economic vitality and neighborhood revitalization and improvement
- Promotes private and non-profit organization investment in Tulsa neighborhood projects and programs
- Develops comprehensive reports
- Formulates proposed policies and provides presentations to elected officials and neighborhood groups
- Supervises complaint and answer inquiries from the public
- 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 degree in political science, public/business administration, sociology or a related field with a master's degree being desirable, and at least eleven (11) years of progressively responsible experience in community relations or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of public information and community relations concepts, principles, methodology and techniques; considerable knowledge of available community resources applicable to the successful management of community programs; and considerable knowledge of the federal grant process and procedures. Ability to examine and modify operations and procedures and formulate policy; ability to plan, organize and implement strategies for neighborhood relations activities and initiatives; ability to anticipate and analyze the effect of governmental actions on neighborhood groups and residents; ability to organize and complete administrative matters involved with federal grants; ability to analyze relevant studies, demographics and data to address various problems and provide creative solutions; ability to effectively communicate both verbally and in writing; 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; frequent lifting and carrying up to 10 pounds; frequent pushing up to 5 pounds; occasional pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; 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 occasionally outdoors and in inclement weather.

Class Code: 1112  
EEO Code: E-01  
Pay Code: EX-60  

Group: Clerical and Administrative  
Series: Urban Development  

Effective date: May 28, 2008