

## **CLASS TITLE: CHIEF RESILIENCE OFFICER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction of the Mayor, specifically reporting to the Chief of Staff, and receiving direct administrative support currently available in the Mayor's office; the Chief Resilience Officer (CRO) is responsible for establishing a compelling resilience vision for the City of Tulsa, driving the conversation about resilience, working across departments and with diverse key stakeholders to direct the development and implementation of the city's resilience strategy, leveraging the benefits and services of the 100 Resilient Cities (100RC) network and platform, and ensuring the City's resilience efforts are sustainable into the future. A successful resilience plan includes disaster response and hazard mitigation all the while maintaining essential City functions. The CRO will receive support from and manage the Resilience VISTA fellow.

### **ESSENTIAL TASKS:**

- Serves as senior resilience advisor to the Mayor and expert on resilience in the city to ensure the City uses resources holistically and views projects through a "lens of resilience"
- Interfaces with executive and managerial levels of city/local government and outside agencies to serve as the Mayor's representative and operate within a broad policy framework that includes the 100 Resilient Cities Global Network
- Consults with Mayor and City Council as to relevant policy, regulatory and investment decisions
- Promotes awareness and offer insight that may advance the understanding of resilience planning
- Documents a comprehensive understanding of the City's current policy, planning and resilience initiatives
- Works collaboratively within a multi-disciplinary structure to lead the development of a robust, inclusive, action-oriented resilience strategy that aligns with the 100RC guidance
- Drives implementation of the Resilience Strategy and oversees high-priority resilience projects
- Prepares and monitors project budget and secure funding needed to implement priority resilience initiatives and evaluates and reports progress toward key milestones
- Guides the development of a communication strategy for Tulsa's resilience building initiative
- Identifies, cultivates and delegates programs and projects to be implemented by key partners, committee members and other stakeholders
- Participates in technical training and learning opportunities with 100RC including the annual international CRO Summit
- Promotes replication and scalability in other 100RC member and non-member communities and active and inclusive citizen engagement to promote local regional resilience and collaboration of shared knowledge and lessons
- Facilitates sustained stakeholder engagement through media outreach and close collaboration with community partners and coalitions in the public and private sectors to ensure complementary resilience planning
- Addresses civic and business groups and other organizations regarding the City's resilience plan initiatives and represents Tulsa in national and international resilience conferences and media events
- Builds and strengthens relationships with stakeholders in local government and across diverse sectors and professional disciplines
- Builds a resilience network by developing and maintaining agreements with various government entities, businesses and other community organizations to generate partnerships in support of regional resilience
- Leads implementation of projects and activities identified in the Resilience Strategy and identifies partners
- Inspires, influences, and enlists others to meaningfully engage in the development, implementation and evaluation of the Resilience Strategy
- 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 Business/Public Administration, Economic Development, Emergency Management, or a closely related field providing the necessary knowledge and experience, with a master's degree preferred, and Eight (8) years of progressively responsible experience in resilience or sustainability planning, emergency management, administration and monitoring of grant funded programs, management experience in a municipal government; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Ability to plan, manage and direct a complex effort of policies, projects and operations; 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. Excellent written and public communication skills including the ability to translate technical or scientific topics for professionals and non-scientists across multiple disciplines (i.e., transportation, energy, housing, community engagement). Ability to be resourceful, take risks and pursue new and unfamiliar ideas or experiments. Ability to inspire and create action around the City's resilience plan throughout the community. Ability to communicate the concept of resilience and related topics to senior management and the public and be a liaison to regulatory bodies. Ability to develop a network of external and internal contacts to facilitate gathering needed information and manage several projects simultaneously. Ability to be a team player and demonstrate sound judgement while collaborating on decisions and initiatives. Ability to engage and convene diverse stakeholders to ensure input and support for initiatives and maintain engagement; Considerable knowledge of theories and applications related to resilience planning and program implementation, sustainability, emergency management, environmental management, resilient/resistant building, resource conservation and management, network building and facilitation, community outreach; and considerable knowledge of management of grant funded programs

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 20 pounds; may be subject to walking, sitting, 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 some travel.

**Class Code: 1129**

**EEO Code: E-01**

**Pay Code: UC-75**

**Group: Clerical and Administrative**  
**Series: City Development**

**Effective date: September 21, 2015**