

CLASS TITLE: RESILIENCE PROGRAM COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting the City's Resilience Office with planning and executing the City of Tulsa's resilience work; building resilience within the City of Tulsa; and coordinating all City resilience efforts and other related duties as assigned..

ESSENTIAL TASKS:

- Assists the Chief Resilience Office by working across all City departments to improve internal communication regarding resilience, addressing the complexities of being a resilience city, and encouraging internal collaboration on resilience efforts
- Convenes and coordinates with community stakeholders to address resilience challenges and build support for initiatives that help the City become more resilient
- Ensures that the City applies a resilience lens to everything it does so that resources are leveraged holistically and projects are planned for synergy
- Assists the Chief Resilience Officer in executing the City's resilience work
- Assists the Chief Resilience Officer in preparing regular reports to the Mayor and City Council regarding the implementation of the City's resilience work
- Prepares and monitors the budget for the City's equity and resilience work in accordance with set performance goals
- Develops the project plan, scope, and schedule for executing resilience strategies
- Defines project baselines, tracks project progress, and reports to supervisor, department heads, and elected officials on project status
- Conducts research as required to meet essential job responsibilities
- 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 sociology, business, political science, public administration, project management, construction management or a related field; and four (4) years of experience in a related area including two (2) years of project management experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the problems of diverse ethnic, cultural and other groups in the area; comprehensive knowledge of local, state and federal civil rights laws and ordinances; considerable knowledge of available community resources; and good knowledge of research techniques. Ability to interpret legal documents, ordinances, policies and regulations and apply them to a broad spectrum of resilience issues; ability to plan, coordinate, organize, direct, delegate and evaluate the work of others engaged in equity and resilience issues; ability to exercise good judgment, courtesy and tact in engaging citizens; ability to lead others toward common goals; ability to express ideas in verbal and written form and write comprehensive reports; ability to analyze equity and resilience problems and make actionable recommendations for solutions; ability to communicate effectively as a public speaker before civic groups and community organizations; 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; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, 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" Driver's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

Class Code: 1184

EEO Code: N-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: General Administrative

Effective Date: May 9, 2018: