



CLASS TITLE | MAYOR'S ASSISTANT - IMMIGRANT AND REFUGEE AFFAIRS MANAGER

PAY GRADE: UC | www.cityoftulsa.org/pay

Class Code: 2058

Effective Date: 5/11/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for planning, directing, and managing the City of Tulsa's immigrant and refugee integration work; developing and promoting economic and educational opportunities; communicating inclusivity and equal opportunity throughout the community; and other related assigned duties.

ESSENTIAL TASKS:

- Convenes and coordinates the City's integration efforts with the immigrant and refugee community, stakeholders, faith-based community, and local, state, and federal agencies
- Researches and identifies emerging immigration issues and determining a course of action
- Identifies and pursues grants to support immigrant and refugee initiatives
- Educates immigrants and refugees on their rights and responsibilities
- Collaborates with state and local partners to develop immigration policies and programs
- Evaluates and monitors language access services in accordance with federal, state, and local legislation
- Assists the Chief Resilience Office by collaborating with City departments to develop a process addressing language accessibility
- Develops evaluation measures and progress reports executing the City's resilience work
- Manages and implements the New Tulsans Initiative welcoming plan and tracks progress for effectiveness
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from an accredited college or university with a master's degree in public administration, public health, science, education, policy, communications, program evaluation, planning, or leadership of a related field; **and**,
(b) Two (2) years of experience in policy research and analysis and three (3) years of experience in community engagement and strategic partnership building, and program development analysis relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from an accredited college or university with a bachelor's degree in public administration, public health, science, education, policy, communications, or a related field; **and**,
(b) Four (4) years of experience in policy research and analysis and five (5) years of experience in community engagement and strategic partnership building, and program development analysis relevant to the essential tasks listed in this job description

Knowledge, Abilities, and Skills: Comprehensive knowledge of immigration policies and integration efforts with considerable understanding of the national, state, and local immigration climate; and considerable knowledge on the needs of linguistically diverse communities and cross-cultural issues and dynamics. ability to analyze and resolve complex immigrant and refugee affairs; ability to plan, organize, and review the work of others; ability to communicate effectively about complex topics; and the ability to utilize the highest level of interpersonal skills to understand, select, develop, and motivate internal and external customers.

Physical Requirements: Physical requirements include arm and hand steadiness and finer dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may



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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 license.

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