

PURPOSE OF THE CLASSIFICATION: Under direction, collaborates with a broad group of stakeholders on design of vertical construction projects, creating practices and processes to engage and collaborate with neighborhoods, communities, and business stakeholders, and developing proposals in order to achieve mutually beneficial outcomes for existing neighborhoods and businesses; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Listens to and understands a broad range of stakeholders' interests, collaborating with stakeholders to define objectives and outcomes, and incorporating feedback into the project and development design process
- Runs effective and efficient meetings with stakeholders and design professionals to move projects forward successfully and competently
- Coordinates project design using best practices for city funded buildings and projects for public use
- Assists project managers with technical specification writing involving the scope of work for design projects and bid documents for construction
- Meets with project owners in operating departments to gather and discuss data and information, as needed
- Prepares and monitors project schedules and budgets
- Works with City staff to develop contracts for outside professional services, both engineering and architectural, and reviews work in progress and upon completion prior to recommending payment
- Collaborates with various local and state governments or agencies, community organizations and city departments to consolidate resources, enhance productivity, and to ensure the desired outcome of assigned projects
- Respectfully coordinates meetings with the public and other stakeholders, ensuring the sharing of ideas and feedback, to ensure all perspectives are considered in project design
- Conducts on-site inspections of construction on city contracts, and meets with citizens to address inquiries and complaints
- Reviews plans submitted by other professionals for city-funded projects.
- Prepares, maintains, and updates City standards for construction and infrastructure development.
- Reports 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 the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university; **and**,
- (b) Three (3) years' experience relevant to the essential tasks listed in this job description.
- (c) *Experience in project management, urban design, and/or civic engagement preferred.*

Knowledge, Abilities and Skills:

Knowledge of:

- Best practices and trends related to community engagement
- Structures and programs which result in collaborative working relationships between stakeholders
- Community development and regeneration concepts
- Project management practices that include working cooperatively, professionally, and respectfully with a diverse group of stakeholders
- The public bidding process as required by statute for public construction projects

- Human Centered Design principles
- Applicable local, state, and federal laws governing public bidding for development and construction
- The planning process, including urban design principles, development methods, City planning and zoning processes, public and private sector development principles, practices, and techniques
- The principles and techniques of successful negotiation and conflict management
- Tulsa's history

Ability to:

- Strong ability to quickly and effectively prioritize and reprioritize work based upon shifting demands
- Plan and coordinate complex programs with local community and government organizations and community stakeholders
- Execute respectful facilitation of challenging discussions regarding the built environment, zoning, and land use
- Gain the trust of participants in a civic decision-making process
- Communicate effectively, both verbally and in writing, maintaining effective working relationships with government officials, community groups, businesses, general public, and internal/external agencies
- Coordinate data from diverse sources, organize it, and present conclusions
- Develop and administer program policies, procedures, and guidelines
- Negotiate and resolve complex technical problems involving diverse and conflicting issues
- Communicate effectively
- Proactively problem solve and effectively manage projects to deliver on-time results
- Support and engage stakeholders to work toward a common goal
- Innovate and inspire creative and positive collaboration between communities and stakeholders
- Identify insights, challenges, and opportunities
- Collaborate with teams
- Work effectively in a team
- Lead ideation and brainstorming sessions
- Allow difficult discussions to occur while compassionately working toward a resolution
- Recognize others contributions and concerns
- Identify obstacles and find methods to address problems cooperatively
- Garner trust with stakeholders

Skill in:

- Building positive work culture
- Passionately advocating for the mission and goals of the City of Tulsa
- Presenting
- Strategic thinking
- Working towards a resolution through partnerships with diverse stakeholders
- Communicating effectively orally and writing
- Actively listening
- Emotional intelligence
- Diplomacy
- Conflict resolution
- Project management
- Representing the City of Tulsa professionally and ethically
- Establishing and maintaining effective working relationships with elected officials, City management and staff, developers, and the general public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; may be subject to walking,

standing, repetitive motions, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require driving personal automobile for local and out-of-state traveling. Requires significant time working with districts outside of the office both during and outside of normal work hours. May be exposed to loud or disruptive people; and may be required to attend meetings and other events throughout the City.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development