



CLASS TITLE | CHIEF RESILIENCE OFFICER

PAY GRADE: EX-56 | www.cityoftulsa.org/pay

Class Code: 1129

Effective Date: 01/17/2024

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for leading city-wide resilience, equity and inclusion strategies; leads the Mayor’s Office of Resilience and Equity (MORE) with five functional areas including financial empowerment, immigrant and refugee inclusion, justice and human rights, community and civic engagement, and mental health; coordinates with various key policy makers, stakeholders, and organizations; supports and partners with public commissions, various city-wide committees and advisory boards; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Leads a multidisciplinary team charged with implementing a broad strategy to promote resilience and equity in Tulsa in all aspects of city life from employment, economic development, health, mental health, and human rights
- Oversees program implementation and policy development in immigrant and refugee inclusion, financial empowerment, justice and human rights, community and civic engagement, and mental health
- Serves as senior advisor to the Mayor and other city leaders on urban resilience to ensure the City uses resources holistically and views projects through a lens of resilience and equity
- Works collaboratively with internal and external stakeholders to ensure resilience strategies are robust, inclusive, action-oriented and align with national and international best practices
- Oversees a city-wide immigrant and refugee inclusion plan that includes 26 goals related to civic engagement, public health, education, economic opportunity, public safety and civic engagement to maintain Tulsa’s status as a Certified Welcoming city
- Build capacity in the are of mental health, including overseeing federal grants and program to increase services and support for children, youth, and adults
- Plan and implement programs using a participatory engagement approach, partnering with community-based organizations, academic institutions, policy and advocacy organizations, residents
- Provides support to Title V commissions (Tulsa Women’s Commission, Greater Tulsa Area Indian Affairs, Human Rights, and Asian Affairs) and other city-wide planning groups, committees, and working groups
- Regularly present locally and nationally on the work of the MORE office and on urban resilience in general; represent the City of Tulsa at national conferences, and in the local and national media
- Develops and maintains positive and trust-based working relationships with community organizations, residents, business community, non-profit organizations, and government agencies
- Prepares and monitors budgets
- Identifies and pursues finding opportunities for the expansion of programs and develops funding proposals for new initiatives as needed
- Evaluates and reports progress toward key milestones and reports on program or project effectiveness, establishing improvement goals, and providing progress reports to stakeholders
- 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) Graduation from an accredited college or university with a bachelor’s degree in coursework related to the requirements of this job description; **and**,



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(b) Eight (8) years of progressively responsible experience in program management, community engagement, strategic planning, evaluation, or related areas; Master's degree in Public Administration, Public Health, Social Work or Business Administration *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of and formal training in racial equity, social justice
- Direct experience with participatory community engagement theories, methods, practices and approaches
- Knowledge and direct experience with strategic planning methods, including leading strategic planning processes and implementing strategic plans
- Principles and practices of negotiating and team building techniques

Ability to:

- Prepare detailed documents and reports, briefing documents, policy memos and literature reviews
- Use the highest level of interpersonal skill in order to understand, motivate, and authentically engage with internal and external customers
- Be flexible and adapt to changing priorities
- Recognize, analyze and solve problems by engaging others
- Merge knowledge, skills and abilities with demands of the position and team
- Demonstrated ability to utilize project management skills to effectively plan and manage projects and programs
- Learn various software programs

Skill in:

- Exceptional writing skills
- The use of computers and various software including word processing, spreadsheets and operating systems

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 10 pounds; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required. Project Management Professional (PMP) certificate *preferred*.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors or at community sites for community events.

EEO Code: E-01

Group: Clerical and Administrative

Series: City Development