



CLASS TITLE | VIBRANT NEIGHBORHOODS PARTNERSHIP COORDINATOR

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 2663

Effective Date: 05/22/2024

PURPOSE OF THE CLASSIFICATION: Under supervision is responsible to implement visible, tangible, and measurable neighborhood improvement strategies for enrolled neighborhoods in the Vibrant Neighborhoods Partnership; provide support and service delivery in collaboration with neighborhood residents, community partners, city departments, and elected officials; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves as support in inclusive, collaborative, and meaningful public engagement efforts to facilitate the development of comprehensive, district and neighborhood plans
- Assists in plan development to address citizen concerns through meaningful and implementable plan recommendations
- Participates in the writing and development of plan documents
- Conducts research in specific or varied project areas and compile, compute, and present planning data
- Assists in implementation efforts of adopted plans
- Assists in the design and implementation of planning programs
- Conducts comprehensive plan conformance reviews for various planning initiatives
- Uses, interprets and prepares maps, plans, charts, or other graphic illustrations
- Analyzes a variety of planning issues and develop and presents reports and recommendations in public meetings
- Works with applicants to support development proposals that encourage high quality growth and development and implements adopted plans, policies and regulations
- Writes project-related reports and prepares working papers and other correspondence
- Speaks effectively at community, neighborhood or other public meetings
- Provides customer service to the general public regarding planning and zoning matters
- Creates, manages, and measures strategic action plans for neighborhood partnerships
- Identifies and cultivates public and private partnerships to support implementation of action plans in vibrant neighborhoods
- Develops and implements community outreach programs and activities which promotes awareness and use of City services and programs.
- Monitors and assesses need for new, continued or expanded program services.
- Develop the annual goals, objectives, and benchmarks for each VNP program which are included in the annual work plan for the City of Tulsa
- 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 one hundred and twenty (120) hours from an accredited college or university preferably in planning, community development, geography, urban design, architecture, landscape architecture, or a closely related field; **and,**
- (b) Four (4) years' experience that prepares on to perform the essential tasks of this job description.



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Knowledge, Abilities and Skills:

Knowledge of:

- The principles and practices of planning and public engagement
- Relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired
- Principles and practices of research and data collection
- Effective writing techniques
- Computer programs and applications, which may include Microsoft Office, Internet applications, and database management
- Geographic Information Systems (GIS) programs preferred
- The principles and practices of urban planning, community research and statistical analysis
- The techniques of planning research
- Economic, social, health and/or physical needs of an urban community
- Community outreach
- Physical design as applied to city planning

Ability to:

- Carry planning assignments to completion through the formulation of creative planning solutions
- Compile and analyze technical and statistical information and to prepare comprehensive technical reports
- Develop multi-year strategic plans to address key issues in neighborhoods with clearly defined actions
- Interpret laws and regulations
- Work collaboratively with a wide array of individuals from various backgrounds
- Work well with the general public, community partners, and elected officials
- Lead community outreach events in VNP neighborhoods
- Manage and ensure accuracy in large amounts of data
- Review detailed site plans and architectural drawings
- Complete work in an efficient and timely manner while experiencing regular interruptions
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attend to details while keeping big-picture goals in mind
- Facilitate in-person and virtual public participation activities

Skill in:

- Communicating effectively orally and in writing
- Creative problem-solving
- Gathering relevant information to solve practical problems and address citizen inquiries and concerns

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.



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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to attend public meetings and hearings outside normal office hours for which private means of transportation must, occasionally, be available.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development