



# CLASS TITLE | DIRECTOR OF RESEARCH AND POLICY, CITY COUNCIL

PAY GRADE: CS-80 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1286

Effective Date: 01/15/2025

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**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for complex policy and research initiatives, budget analysis, and related administrative support and stakeholder engagement to support the development of City Council priorities and legislative efforts, and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Conducts specialized research for Council members providing timely analysis that is objective, analytical, accurate, thorough, and solution-oriented
- Regularly monitors Council agendas, constituent feedback and attends Council meetings to identify and actively listen for priorities, problem statements or research needs, documents key takeaways, and proactively researches best practices and evaluates data to achieve solutions
- Assists the Council with recommendations on the efficiency, economy, and effectiveness of administrative practices by evaluating processes, identifying systemic issues to improve performance, and proactively researching best practices and evaluating data to achieve solutions
- Conducts budget and financial analyses and evaluation of proposals submitted for City Council approval and serves in a lead role for monitoring and evaluating implementation of the Council's budget priorities
- Develops agendas, legislation, data visualizations (charts, graphs, infographics), slide decks, speaking points, and other content for public distribution for projects and presentations
- Makes straightforward, effective, and professional presentations to the City Council, employees, stakeholders, and the public
- Identifies and engages the appropriate stakeholders to understand needs and develop insights on how to develop new approaches to solving difficult civic issues
- Monitors local and national trends, state and federal legislation, and emerging community issues and advises on associated impacts to local government operations and legislative functions such as budget and land use
- May act as a liaison between internal and external customers and establishes collaborative team-oriented relations with people at all levels of the organization
- May lead, provide primary staff support, or serve as a subject matter expert on cross-departmental projects, Council task forces, working groups, and or subcommittees
- Assists in the development and implementation of goals and policies for research and policy initiatives and tracks progress, as assigned
- Facilitates training and provides support for other council staff, as assigned
- Performs administrative tasks related to the central operations of the Council Office including processing records requests, data retention, and assisting with department events
- 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 with a focus in business or public administration, political or social science, law, finance, municipal planning or other related field; Master's degree or other relevant professional certifications *preferred*; **and**,
- (b) Seven (7) years of experience relevant to the essential tasks listed in this job description



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## Knowledge, Abilities and Skills:

### Knowledge of:

- Considerable knowledge of research and process evaluation methods
- Considerable knowledge on the appropriate role of facts, data, and evidence in policy design and evaluation
- The legislative function of a municipal government
- Municipal finance and accounting
- Computer systems and applications

### Ability to:

- Demonstrated ability to independently lead multiple, complex projects from idea to execution
- Demonstrated ability to proactively anticipate the needs of a project, stakeholder, and/or organization with little to no direction
- Demonstrated ability to exercise discretion, mental discernment, and professionalism in representing others or an organization
- Demonstrated ability to think critically, creatively, and innovatively to solve problems and deliver multiple solutions
- Demonstrated ability to effectively prioritize, manage, and identify strategies to move stakeholders and/or solutions forward
- Demonstrated ability to exhibit strong attention to detail while executing projects in a complex, challenging or high-pressure environment
- Commit to continuous learning and process improvement
- Recognize, analyze and diplomatically solve problems by deeply understanding the underlying problem
- Effectively communicate verbally and in writing, including the ability to present complex topics in a manner that can be easily understood by the target audience
- Interface effectively with internal and external customers
- Design, implement and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Actively listen and ask effective questions to understand the needs and gather information
- Analyze and interpret pertinent laws, ordinances, policies, and regulations
- Evaluate and develop budgetary proposals
- Operate software, databases, or research systems necessary to perform required tasks

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 10 pounds; may be subject to walking, standing, sitting, reaching, bending, handling and feeling; 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, may require some travel to local, off-site locations and some evening events.

**EEO Code: E-01**

**Group: Clerical and Administrative**

**Series: General Administrative**