



CLASS TITLE | DIRECTOR OF HOUSING

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Effective Date: 03/05/2025

CLASS CODE: 1292

PURPOSE OF THE CLASSIFICATION: Under direction, administers housing and homelessness programs and initiatives, supporting City goals in creating new housing units through grants, partnerships, programs, and development initiatives, evaluating current and future requirements for communities, working cooperatively with housing developers to understand local issues and needs, and monitoring housing programs to support housing development; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Directs staff engaged in housing and homelessness programs, policies, initiatives, strategic planning and partnerships designed to collaboratively facilitate housing development and homelessness prevention and reduction throughout the city
- Formulates, develops, maintains, and promotes a vision for citywide housing development and preservation, with a focus on affordable housing
- Develops and oversees the creation and implementation of housing and homelessness strategies, policies, and processes to ensure successful engagement with residents, businesses, and community stakeholders
- Directs and oversees the preparation, administration and deployment of state and federal Housing & Urban Development grants and other grants associated with housing programs
- Provides oversight and administers the City's Improve Our Tulsa Housing Initiatives programs
- Develops, updates, and maintains applicable and long-and short-range development goals for the staff
- Administers the division's budget as well as the budgets for submission to applicable state and federal agencies
- Coordinates divisional activities to ensure cooperative and collaborative work with City departments
- Presents to public groups, the administration and other elected officials on the goals, programs, and plans of the division
- Identifies resources, stakeholders, and potential funding sources in support of strategic plans and goals, cultivating relationships and partnerships and advocating in support of citywide housing and homelessness initiatives
- 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) Eight (8) years' experience relevant to the essential tasks listed in this job description



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Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the policies, trends, practices, issues, programs and resources related to housing development
- Comprehensive knowledge of the policies, trends, programs and resources related to homelessness prevention and programs
- Best practices and trends related to housing development and homelessness prevention and programs
- HUD regulations on housing program administration
- Affordable housing financing programs and practices

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
- Communicate effectively, both verbally and in writing, maintaining effective working relationships with government officials, community groups, businesses, general public, and internal/external agencies
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers
- Lead and manage others, as well as work as an effective team member
- Represent the City of Tulsa in an ethical manner always
- Maintain records, prepare reports, and composes correspondence relative to the work
- Analyze complex and technical financial and economic reports, and composes correspondence relative to the work
- Analyze complex and technical financial and economic reports, projects, papers, and periodicals
- Coordinate data from diverse sources, organize it, and present conclusions
- Analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- Develop and administer program policies, procedures, and guidelines
- Negotiate and resolve complex technical problems involving diverse and conflicting issues
- Maintain favorable public relations
- Communicate effectively
- Proactively problem solve
- Work cooperatively with a team
- Support and engage others to work toward a common goal
- Innovate and inspire creative and positive collaboration between communities and stakeholders



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Skill in:

- Building a positive work culture and promoting colleagues' growth and development
- Passionately advocating for the mission and goals of the Housing Division and the City of Tulsa

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 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: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require driving personal automobile for local and out-of-state travel. Requires significant time working with districts outside of the office both during and outside of normal work hours

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development