



CLASS TITLE | COMMISSIONS AND GRANTS ASSISTANT

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 03/19/2025

CLASS CODE: 2677

PURPOSE OF THE CLASSIFICATION: Under supervision, is responsible for providing staff support to commissions and taskforces; researching, applying for, and securing grant funding opportunities to support City goals; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Provides support to the Arts Commission and various mayoral taskforces
- Provides staffing support for various public arts grants programs, including the Vision Arts program
- Files agendas, records minutes and maintains records of commission/taskforce meetings and activities
- Acts as a liaison between the City of Tulsa (COT) and assigned commissions, taskforces and other public bodies, building relationships with key stakeholders
- Provides logistical support to team members staffing commissions
- Conducts thorough research to identify potential grants and funding opportunities from government agencies, foundations, and private organizations
- Develops and writes grant proposals and applications that align with the city's strategic goals and objectives
- Works closely with COT department heads to gather necessary information for grant proposals
- Ensures all grant applications are submitted on time and meet all required guidelines
- Maintains records of all submitted grant applications and follow up on the status of applications
- Maintains a clear and updated database of all active and pending grants
- 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 twenty (120) hours from an accredited college or university in Business Administration, Finance, Nonprofit Management or related field; **and,**
- (b) Two (2) years of experience in grant-writing and securing grants; (*experience staffing or serving on a board, taskforce or other public body in non-profit or government preferred*)



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of community engagement methods and techniques
- Considerable knowledge of research methods and techniques, and methods of report presentation
- Grant writing and arts development practices
- Local, state, and federal grant opportunities

Ability to:

- Take initiative, problem-solve, prioritize multiple tasks and duties, and balance competing priorities while paying close attention to detail, meeting deadlines and working well under pressure
- Remain persistent with a pro-active positive attitude
- Work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment
- Establish productive and collaborative relationships with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies

Skill in:

- Excellent written and verbal communication skills
- Excellent skills in communication, writing and verbal presentation
- Excellent interpersonal skills and judgement
- Considerable leadership skills; and considerable creative skills
- Considerable organizational and time management skills
- Microsoft Office Suite (Excel, Word, PowerPoint)

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:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b) Possession of an American Institute of Certified Planners (AICP) certification, American Institute of Architects (AIA) license, **or** American Society of Landscape Architects (ASLA) license *preferred*



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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