

PURPOSE OF THE CLASSIFICATION: Under executive direction serves as a key executive leader responsible for implementing the Mayor's policies and advancing strategic goals through oversight of departmental operations, fiscal management, policy development, and staff leadership; ensures effective delivery of city services, promotes organizational accountability and performance, and supports long-term planning and development initiatives in alignment with the Mayor's vision; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Implements the Mayor's policies and initiatives, ensuring alignment with the city's strategic goals
- Provides leadership and direction to assigned city departments and staff, ensuring services are delivered effectively
- Establishes and monitors performance metrics for city services and operations
- Provides executive oversight in the preparation, implementation, and monitoring of the city budget
- Analyzes financial reports and ensure fiscal accountability across departments
- Collaborates with the Mayor to develop and refine policy objectives
- As delegated by the Mayor, hires, trains, and evaluates department heads and key personnel
- Fosters a positive work environment and promotes professional development among staff
- Acts as a liaison between the city government and the community,
- Attends Authority, Board and Commission Meetings as the Mayor's Delegate/Appointee
- Attends public events and represents the City of Tulsa as directed by the Mayor
- Facilitates collaboration among various city departments
- Ensures that departmental actions align with the Mayor's vision and city-wide goals
- Provides regular updates to the Mayor on city operations, challenges, and accomplishments
- Prepares reports, presentations, and briefings for various stakeholders to communicate progress and issues effectively
- Participates in long-term planning initiatives and helps develop the city's outlook for future growth and development
- 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.

- (a) Bachelor's degree from an accredited college or university required, with a MBA/MPA/MHA or similar degree *preferred*
- (b) Minimum of 10 years of experience in government administration, with at least seven (7) years in a senior management role



CLASS TITLE | CITY ADMINISTRATOR

PAY GRADE: EX-71 | www.cityoftulsa.org/pay

Effective Date: 05/21/2025

CLASS CODE: 1294

Knowledge, Abilities and Skills:

Considerable Knowledge of:

- Public administration
- Budgeting and finance
- Public policy

Ability to:

- Inspire and motivate staff
- Make decisions and drive change within city departments
- Build relationships and collaborate effectively with stakeholders
- Analyze data and assess performance metrics
- Oversee multiple complex projects simultaneously

Skill in:

- Excellent written and oral communication skills
- Public speaking

Physical Requirements:

Arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; and may be subject to walking, standing, and sitting; 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 working evenings and weekends and traveling to attend meetings and visit development/business sites.

EEO Code: E-01

Group: Clerical and Administrative

Series: City Development