



**CLASS TITLE | CITY AUDITOR
COMMUNICATIONS OFFICER**
PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 08/27/2025
CLASS CODE: 2679

PURPOSE OF THE CLASSIFICATION: Under general direction from the City Auditor, is responsible for coordinating and managing the communication functions of the Tulsa City Auditor Office, including strategic planning of communication, branding matters, public information opportunities, and the development of website and social media content; and performs other duties as assigned.

ESSENTIAL TASKS:

- Develops and implements communication strategies and strategic plans for both office-wide messaging and individual projects or initiatives
- Acts as the central point of contact for all branding matters and maintains design elements for the Office of the City Auditor
- Prepares and edits digital and printed materials including reports, publications, web content, presentations, and official statements
- Manages and updates the Tulsa City Auditor's website and social media accounts, ensuring content is current, relevant, and aligned with office goals
- Plans and executes communication campaigns and projects from concept to completion, coordinating with internal staff and external partners
- Attends public and internal meetings to engage with residents and City employees and gathers information or materials for use in communication and outreach
- Assists in developing and enforcing policies and procedures to inform and engage residents, stakeholders, and media
- 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) Completion of one hundred twenty (120) hours from an accredited college or university in journalism, communications or public relations; **and,**
- (b) Four (4) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge or strategic communication planning, including developing, executing, and evaluating communication campaigns
- Considerable knowledge of writing and editing techniques for various formats, including social media, press releases, websites, and official publications



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- Good knowledge of social media management and content development across multiple platforms
- Good knowledge of branding standards and visual identity principles to ensure consistency in public-facing materials
- Good knowledge of design tools such as Adobe Creative Suite, Canva, or similar platforms used for producing graphics and other visual content
- Working knowledge of website content management platforms such as Wix or Squarespace, including updating pages, publishing content, and maintaining site organization

Ability to:

- Communicate effectively both verbally and in writing to a diverse audience
- Provide ongoing input, information, and materials supporting both internal and external communication efforts

Skill in:

- Considerable skill in managing multiple projects, timelines, and priorities with limited supervision
- Good skill in public engagement and interpersonal communication, including the ability to communicate clearly with both residents and internal stakeholders
- Good skill in critical thinking and exercising judgement when prioritizing messages, selecting appropriate channels and adapting tone for different audiences
- Considerable creativity and attention to detail required to produce high quality content to be shared with the public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds, with occasional lifting up to 50 pounds; occasional carrying up to 60 pounds; occasional pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; 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 requires some travel to various City locations; and requires some evening or weekend work.

EEO Code: N-02

Group: Clerical and General Administrative

Series: General Administrative