



CLASS TITLE | PROGRAM DIRECTOR, OFFICE OF HEALTH AND WELLBEING

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

Effective Date: 08/27/2025

CLASS CODE: 2134

PURPOSE OF THE CLASSIFICATION: Under general direction serves as director of programs in the Office of Health and Wellbeing, overseeing and designing programs and initiatives that are created to improve the health of Tulsans; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Creates implementation plans, tracking systems, and evaluation frameworks for neighborhood and city-wide community health and wellness initiatives
- Manages multi-sector planning groups, committees, and working groups related to community health and community wellbeing
- Provides clinical leadership in the development and execution of programs that address physical health, mental health and social drivers of health needs
- Collaborates with healthcare institutions, community-based organizations, and city departments to design and implement evidence-based health initiatives
- Develops and maintains participatory community engagement strategies to gather feedback and improve program responsiveness and accessibility
- Identifies and recommends quality improvement interventions based on public health data, performance metrics, and community feedback
- Prepares and delivers regular reports, presentations, and briefings to City leadership funders, and the public regarding process
- Makes recommendations on funding proposals, budget planning, and resource needs to support sustainable, impactful programming
- Writes proposals and funding applications and oversees the implementation of grant-funded programs
- 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) Graduation from an accredited college or university with a master's degree in Nursing; Physician Assistant Program or Doctorate in Advance Practice Nursing *preferred*; **and**,
- (b) Seven (7) years' experience in clinical healthcare

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of racial equity, social justice and participatory community engagement



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- Theories, methods, practices, and approaches
- Principles and practices of negotiating/team building techniques

Ability to:

- Identify community disparity needs and develop plans to address them
- Develop innovative practical approaches to unique problems in responding to the needs of the organization
- Prepare detailed documents, reports, briefing documents, policy memos and literature reviews
- Learn various software applications
- Communicate both verbally and in writing
- Utilize the highest level of interpersonal skill to understand, motivate, and authentically engage with internal and external stakeholders
- Be flexible and adapt to changing priorities
- Develop innovative practical approaches to unique problems in responding to the needs of the organization
- Demonstrated ability to merge knowledge, skills, and abilities with demands of the positions and programs
- Demonstrated ability to utilize project management skills to effectively plan and manage projects and programs

Skill in:

- The use of computers and various software including word processing, spreadsheets and operating systems
- Demonstrated skill with applying design thinking, prototyping, and evaluation methods

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional carrying up to 10lbs; may be subjected to walking, standing, sitting, and reaching; 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.

EEO Code: E-02

Group: Cultural, Legal, and Sciences

Series: Medical