



CLASS TITLE | DEPUTY DIRECTOR OF COMMUNICATIONS

PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Effective Date: 04/08/2026

CLASS CODE: 1303

PURPOSE OF THE CLASSIFICATION: Under general supervision, assists the Director of Communications in the administration of message coordination, media relations, communications strategy and related activities for the City of Tulsa. Manages and implements complex communication projects and executes informational and educational campaigns for the City; and performs other duties as assigned.

ESSENTIAL TASKS:

- Serves as a primary spokesperson and senior media contact for the City of Tulsa
- Assists in the direction and oversight of cross-departmental communications efforts to ensure consistency, clarity, and strategic alignment
- Assists in development and execution of comprehensive, citywide communications strategies that align with organizational goals
- Assists in the oversight of the development of key communications materials, ensuring accuracy, tone, and strategic alignment (e.g., statements, message points, briefing materials)
- Provides communication strategy for major initiatives, events, and cross-departmental efforts
- Helps shape and deliver high-level messaging on behalf of the City, including major announcements, policy initiatives, and sensitive issues
- Builds and maintains relationships with local, state, and national media to proactively generate coverage regarding City initiatives
- Serves in the Joint Information Center as a Public Information Officer (PIO) during emergency activations, acting as Lead PIO for the City of Tulsa in the absence of the Director of Communications
- Assists the Director of Communications in high-level crisis communications planning and execution
- Serves as acting Director of Communications when designated, with the ability to manage operations, personnel, and internal and external communications
- Must report 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) Graduation from an accredited college or university with a bachelor's degree in journalism, public relations, mass communications, marketing, public administration or a closely related field; **and,**



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- (b) Seven (7) years' experience in responsible public information activities; **including,**
- (c) Three (3) years in a supervisory or management capacity.

Knowledge, Abilities and Skills:

Considerable Knowledge of:

- Marketing, public relations, promotion of events and information program development
- Urban dynamics and City government
- Communication policies, procedures and planning principles and methods
- Principles and practices related to public information and communication strategy
- Management practices and principles

Ability to:

- Exercise independent judgment in high-stakes, time sensitive situations, including crisis communications and rapid response scenarios
- Write for multiple different mediums, including speeches, reports, and other collateral
- Plan and develop a comprehensive public relations program
- Effectively communicate in public both verbally and in writing
- Assess and evaluate high-profile strategic issues, determine optimum resolution and advise leadership
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying and pulling up to 20 pounds; occasional pushing up to 5 pounds; may be subject to walking, standing, sitting, reaching, bending, handling 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 but may require traveling to various locations both indoors and outdoors.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative