



CLASS TITLE | PROJECT MANAGER I

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Effective Date: 04/08/2026

CLASS CODE: 2661

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for leading the implantation of key projects including planning, organizing, directing and controlling projects from concept through design and to closeout to drive on schedule progress and ensure objectives as well as budgetary and quality requirements are fulfilled; coordinating and communicating with internal and external stakeholders; and other related duties as assigned.

ESSENTIAL TASKS:

- Leads implementation of projects
- Forecasts schedules and parameters to ensure objectives and quality requirements are fulfilled
- Establishes and tracks key program and project criteria metrics
- Deploys and monitors personnel and technical resources according to requirements and revising as needed to ensure success
- Assesses and monitors risks, analyzing impact on business requirements and revising as needed to ensure success
- Reports issues to appropriate management channels for escalation, as necessary
- Maintains on-going communication clients, project personnel, and key stakeholders throughout the life of programs/projects for successful implementation
- Maintains and provides regular comprehensive status reports and schedules
- Prepares and distributes project related materials, communications and relevant documentation such as memos, meeting minutes, presentations, and emails
- Leads meetings to communicate information, develops relationships, advise, etc.
- Resolves technical and operational issues as required
- Assists with training program as needed
- 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 sixty (60) hours from an accredited college or university; **and**
- (b) Two (2) years; experience relevant to the essential tasks listed in this job description.

Or,

- (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and,**



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- (b) One (1) year experience relevant to the essential tasks listed in this job description; and
- (c) Must be able to pass a federal background investigation

Knowledge, Abilities and Skills:

Knowledge of:

- Project management methodology and best practices
- Good Technical understanding and ability to define and refine requirements through a project lifecycle
- Good understanding of current communication, project tracking, budget management technologies

Ability to:

- Understand and use concepts and techniques of project management and take responsibility for successful management and completion of projects on time and within budget
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Effectively communicate both verbally and in writing, creating, and making public presentations
- Solve problems in a timely fashion
- Establish collaborative team-orientated relationships with people at all levels of the organization
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Work independently and as a team

Skill in:

- Leadership and organizational skills, including effective decision-making
- Time management
- Stakeholder management
- Cost control and budgeting
- Public speaking and presenting
- Strong meeting, workshop, and conference facilitation skills
- Conflict resolution and problem solving
- Teamwork and motivational skills
- Written and verbal communication skills



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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; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

EEO Code: N-02

Group: Fiscal

Series: Financial Management