



CLASS TITLE | CHILDREN'S MENTAL HEALTH INITIATIVE GRANT COORDINATOR

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

Effective Date: 08/19/2026

CLASS CODE: 2100

PURPOSE OF THE CLASSIFICATION: Under general direction of the Director of Mental Health and Community Partnerships, is responsible for developing and implementing the Tulsa Children's Mental Health Initiative (CMHI), a federal grant program for the purposes of creating a system of care for child and youth mental health; responsible for developing contracts for services, coordinating a cross-sector grant governance team, and providing leadership in all facets of the project; and performs other related assigned duties.

ESSENTIAL TASKS:

- Develops and manages the Tulsa CMHI federal grant program by creating implementation plans, tracking systems, and evaluating frameworks for actions and projects ensuring successful project completion
- Participates regularly in program monitoring and maintains consistent communication with the Substance Abuse and Mental Health Services Administration (SAMHSA) Grants Management Specialist and Government Program Officer on all grant requirements and deadlines
- Develops and monitors all contracts for services and programs required under the grant program, including community-based organizations providing children's services and any project personnel such as a lead family coordinator and the project evaluator
- Develops and tracks Key Performance Indicators (KPI) in partnership with grant evaluator
- Coordinates the grant's required governance team and engages formal and informal partners to effectively implement the initiative while working collaboratively with mental health coalitions, collaboratives, partnerships, and associations, and other key leaders in the behavioral health system and related systems
- Provides regular status reports (e.g., written reports, presentations, memos, briefings, etc.) to City leadership, funders, residents, and community stakeholders on the progress of initiatives and ensures required grant reports and deliverables are completed and submitted within established deadlines
- Ensures compliance with applicable grant requirements, rules, regulations, award terms, and conditions
- Maintains access to and relationships with key decision-makers necessary to support effective implementation and sustainability of the System of Care
- Establishes collaborative team-oriented relationships with people at all levels of the organization
- 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 or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:



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(a) Graduation from an accredited college or university with a bachelor's degree in social or human services, or a field related to the essential tasks; Graduate degree *preferred*; **and**,

(b) Four (4) years of experience working in community health field, with at least three (3) of those years in a child serving system, working in a professional environment leading complex projects with a proven record of innovation, performance management, strategic planning, and evaluation

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of children's mental health and social service systems and best practices
- Strategic planning methods
- Collective impact and collaboration techniques
- System changes and effective implementation approaches, and evaluation methods

Ability to:

- Identify key issues and observe them directly in the field
- Lead, facilitate and organize with proven project management
- Design, implement, and demonstrate competence utilizing data to test new approaches, measure progress, and achieve results
- Interface effectively with employees at all levels of the organization
- Lead multiple projects of varying complexity
- Analyze complex issues and formulate sound concepts
- Work independently and problem solve
- Understand and influence the behavior of internal and external customers

Skill in:

- Highly skilled in verbal and written communication

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 20 pounds; may be subject to sitting, walking, standing, bending and reaching; 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; requires some travel to various locations.



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**EEO Code: E-02
Group: Clerical and Administrative
Series: Urban Development**