



ASSISTANT PLANNER

The Tulsa Planning Office at INCOG is seeking qualified applicants for an Assistant Planner in the Current Planning Division. The Assistant Planner will be primarily responsible for performing entry-level professional planning duties, including assisting the public regarding zoning in the City of Tulsa and unincorporated Tulsa County; gathering, compiling, and analyzing data; document creation and design; and assisting with public engagement efforts and special projects, including website updates.

The successful applicant will demonstrate the ability to work well with the public, understand codes and regulations, meet deadlines, and communicate well.

The position requires knowledge of the principles and practices of urban planning and knowledge of the techniques of planning research. Proficiency in Adobe Creative Suite (InDesign, Illustrator, and Photoshop) and WordPress is preferred.

Minimum qualifications: A Bachelor's or Master's Degree in urban planning or related field is required. Annual salary range starting at \$40,598. Comprehensive benefits package included.

Please submit a resume detailing employment history, experience, education, and contact information, along with a portfolio showcasing research, writing and web skills, and a cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, 2 West Second Street, Suite 800, Tulsa OK 74103 or e-mail to incog@incog.org.