



Planner

PURPOSE OF THE POSITION: To provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Serve as support for small area planning, PlaniTulsa update and enhancements, plan implementation and tracking and destination district programs
- Assist in coordinating inclusive, collaborative and meaningful public engagement efforts in the community to facilitate the development of plans
- Assist in plan development to address citizen concerns through meaningful and implementable plan recommendations
- Participate in the writing and development of plan documents
- Conduct research in specific or varied project areas and compile, compute, and present planning data
- Assist in implementation efforts of adopted plans
- Use, interpret and prepare maps, plans, charts, or other graphic illustrations
- Analyze a variety of planning issues and develop and present reports and recommendations in public meetings
- Write project-related reports and prepare working papers and other correspondence
- Manage the public hearing process for planning initiatives
- Assist in the design and implementation of planning programs
- Speak effectively at community, neighborhood or other public meetings
- Answer inquiries from the public regarding planning initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Must possess knowledge of the principles and practices of urban planning, community research and statistical analysis; knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; and good knowledge of physical design as applied to city planning. Must have the ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to work collaboratively with a wide array of individuals from various backgrounds; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Office, Adobe Creative Suite and GIS.

Minimum requirement: Bachelor's or Master's degree in Urban Planning or related field and at least one year of relevant experience in Urban Planning or an equivalent combination of education and experience. Annual salary starting at \$40,000 - \$46,000, although specific compensation based on candidate's qualifications and experience. Comprehensive benefits package included.

Please submit cover letter and resume to Personnel Director at incog@incog.org.