



Tulsa Planning Office Assistant Planner

The Tulsa Planning Office at INCOG is seeking an Assistant Planner who is ambitious, hard-working, and creative to join our planning and design team. Our work helps guide future development and capital projects for the City of Tulsa with a focus on improving quality of life for all who spend time in Tulsa. Join us on our way to becoming a world-class city.

The Assistant Planner position requires knowledge of principles and practices of urban planning, community research and statistical analysis, and knowledge of the techniques of planning research. Excellent oral and written communication skills are required along with proficiency in Adobe Creative Suite – InDesign, Illustrator, Photoshop; and ESRI Geographic Information Systems (GIS) tools – ArcGIS Pro, ArcMap, and ArcGIS Online. The ideal candidate should also have strong attention to detail and be able to read project site plans. The Assistant Planner will be primarily responsible for performing entry-level professional planning duties including gathering, compiling, and analyzing data; document creation and design; research and policy drafting; plan review and assisting with program administration and project management as assigned. The person in this position will primarily serve as support for long-range planning projects.

Minimum qualifications: A Bachelor's or Master's Degree in urban planning or related field is required. Annual salary range starting at \$42,500; specific compensation based on qualifications and experience. Comprehensive health and retirement benefits package included.

Please submit a résumé detailing employment history, experience, education, and contact information; and a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 W 2nd Street, Suite 800, Tulsa OK 74103, or e-mail to resumes@incog.org.