



Transportation / Community Outreach Planner

INCOG, the Metropolitan Policy Organization (MPO) for the Tulsa metropolitan area, is seeking qualified candidates for the position of Transportation Planner. The position is responsible for coordinating with area jurisdictions and agencies regarding the development and implementation of current or prospective transportation projects, assisting local communities with planning, development and implementation of comprehensive transportation strategies, and integrating transportation planning with land use policy and development.

The INCOG Transportation team provides the flexibility and support to grow professionally in an exciting and rapidly changing transportation industry. Successful applicants should be self-motivated, eager to develop knowledge and skills in new areas of interests, work as a team, and have a desire to make positive change.

Essential Function:

- Assist with coordination of local and regional projects funded by federal programs through the Oklahoma Department of Transportation (ODOT) and other public agencies.
- Additional responsibilities include public engagement, grant writing, research, federal programs, plan development, report writing and document production.

Preferred Qualifications:

Education:

Bachelor's degree from an accredited college or university in planning, geography, public administration or related discipline and two years of experience or an equivalent combination of education and experience. Master's degree is preferred.

Experience:

Qualified candidates must demonstrate experience with:

- Use of Microsoft Office programs
- Use of Adobe Suite
- Knowledge of Social Media
- Public engagement
- Exceptional written and oral communication skills
- Ability to deliver presentations
- Self-starter & Creative

This position reports to Director of Transportation Division.

INCOG offers a comprehensive benefits package, including retirement, medical, vision, and dental plans, and a deferred compensation plan. The position will have a starting annual salary range of \$45,000 to \$55,000, depending on the candidate's qualifications and experience.

To apply please submit a cover letter and resume to: INCOG Personnel Director, 2 West 2nd Street, Tulsa, Oklahoma, 74103 or email to: incog@incog.org.