



Urban Design Planner

PURPOSE OF THE POSITION: To provide professional planning work in the planning, design, and development of various public and private urban development projects, and other related assigned duties.

ESSENTIAL TASKS:

- Plan, organize and conduct zoning, land use and urban design studies, research data, analyze conditions, prepare graphics and written reports for land use policy proposals.
- Prepare conceptual designs and development design criteria, and coordinate with agency staff and other involved agencies.
- Serve as support to all Tulsa Planning Office programs, playing a key role in the design, development, and administration of the Destination District Program
- Participate in the City's capital improvements process, through project recommendation and prioritization, development, and design approval for key public projects
- Assist in the implementation and coordination of various public and private projects
- Prepare detailed graphics, reports, and presentations for a wide range of development projects
- Confer with City departments, public officials, private consultants and various citizen groups regarding urban design issues
- Present to public officials, community groups, and others on urban design initiatives
- Answer inquiries from the public regarding planning and design initiatives
- Lead and/or assist in other planning and design initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 3 years' experience in urban design, urban planning, architecture, landscape architecture, or closely related field is required. A Bachelor's or Master's degree in urban design, urban planning, architecture, landscape architecture, or related field is also required.

Knowledge, Abilities and Skills: Must possess urban design capabilities with extensive knowledge of physical design planning practices, and of urban design graphic and modeling software including SketchUp, AutoCAD, and Adobe Creative Suite including Photoshop, Illustrator, and InDesign. Must have the ability to: work collaboratively with a wide array of individuals from various backgrounds; complete planning and design assignments through analysis of complex technical and statistical information; formulate creative planning and design solutions; prepare

planning documents, urban design graphics, and construction/landscape plans and specifications; and understand and influence the behavior of others in order to achieve objectives and cause action or understanding. Must possess excellent oral and written communication skills. Must be proficient in Microsoft Office and competent in free-hand sketches, computer-based drawings, 3D modeling programs, database and/or geographic information computer software.

Licenses and Certifications: Valid Oklahoma Class "D" Operator's License required

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Duties may entail some work outside of normal office hours for which private means of transportation must be available. Some pressure from deadlines may be anticipated.

Annual salary range starting at \$52,000 - \$60,000; specific compensation based on qualifications and experience. Comprehensive benefits package included. Please submit a resume detailing your employment history, experience, education, and contact information; a portfolio of work samples demonstrating the experience and skills listed above (the portfolio should be no larger than 10 MB and should be submitted in PDF or website format); and a cover letter that explains why you are interested and qualified for this position to Personnel Director at incog@incog.org.