



The logo for INCOG features a stylized circular emblem on the left, composed of three overlapping curved lines in shades of orange and yellow. To the right of this emblem, the word "INCOG" is written in a bold, grey, sans-serif font. Below the logo, the title "ASSISTANT PLANNER" is centered in a bold, black, sans-serif font.

ASSISTANT PLANNER

The Tulsa Planning Office at INCOG is seeking qualified applicants for an Assistant Planner in the Planning and Design Division. The Assistant Planner will be primarily responsible for performing entry-level professional planning duties including gathering, compiling, and analyzing data; document creation and design; and assisting with program administration and project management as assigned. The person in this position will primarily serve as support for both short- and long-range planning projects.

The position requires knowledge of the 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.

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; 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, INCOG, Two West 2nd Street, Ste. 800, Tulsa, OK 74103 or e-mail to incog@incog.org