



Deputy Director

INCOG, the principal regional planning organization for the Tulsa metropolitan area, is seeking to fill the position of Deputy Director. The primary job function is to develop, implement and administer programs to further INCOG's mission to serve local governments in the Tulsa metro area. The position will be a key member of INCOG's management team working closely with the Executive Director, the INCOG Board of Directors, member governments and local, state and federal partners. Particular tasks associated with this position include:

- Policy formulation, planning and program development for INCOG in diverse program areas including community and economic development, environment, land use, public safety and transportation.
- Representing INCOG at, and presenting INCOG positions to various councils, commissions and boards.
- Conferring with senior federal, state and local officials, private sector leaders and citizen groups in planning and implementing INCOG programs.
- Guiding, counseling, and mentoring INCOG program managers and staff.
- Preparing and monitoring budgets.
- Administrative policy development for INCOG operations.

An advanced degree from an accredited College or University in public administration, planning, law or a related field; and ten (10) years of experience in program, department or agency management; or an equivalent combination of training and experience is required. Excellent oral, written and inter-personal communication skills are essential. Problem solving, consensus building and team building skills important. Should have ability to multi-task and work effectively in diverse program environments and within program deadlines. Knowledge of and experience with Council of Governments is desired.

INCOG offers a comprehensive benefits package, including retirement, medical, vision, and dental plans, and a deferred compensation plan. Annual salary range starting at \$101,089. Specific compensation will be based on the candidate's qualifications and experience.

Please submit a cover letter and resume to: INCOG Personnel Director, 2 West 2nd Street, Suite 800, Tulsa, OK, 74105, or via email to: incog@incog.org