



## **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 current planning team. Our work helps guide development projects for the City of Tulsa and unincorporated Tulsa County 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 will be primarily responsible for performing entry-level professional planning duties, including assisting the public regarding zoning in the City of Tulsa and unincorporated Tulsa County; researching development history for properties; gathering, compiling, and analyzing data; document creation and design; coordinating with suburbs on amendments to their land use plans; and assisting with public engagement efforts and special projects.

The successful applicant will demonstrate the ability to work well with the public, understand codes and regulations, meet deadlines, and communicate well. The position requires knowledge of the principles and practices of urban planning and knowledge of the techniques of planning research.

Minimum qualifications: A Bachelor's or Master's Degree in urban planning or related field is required. Annual salary range starting is \$42,250 to \$45,000; 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@incoq.org](mailto:resumes@incoq.org).