



Transportation Programs Planner

PURPOSE OF THE POSITION: To provide planning support, advancing of projects selected by INCOG under various federal and local grants as the Metropolitan Planning Organization (MPO) for the Tulsa Transportation Management Area.

ESSENTIAL TASKS:

- Lead and coordinate local public agency projects selected by the MPO
- Lead inclusive, collaborative and meaningful public engagement efforts under federally required processes
- Establish and manage a process by which to identify and select projects
- Present periodic reports to public officials, community groups and others on project planning, coordination and progress of projects
- Oversee and participate in public meetings
- Manage public involvement process as required by the FTA/FHWA & ODOT
- Serve and work as a team member with the INCOG Transportation and other departments as required
- Assist in planning and implementation of various planning initiatives
- Research, analyze, and present data in the form of written, graphic, or oral reports
- Speak effectively at community, neighborhood or other public meetings
- Answer inquiries from the public regarding planning & program related initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: A bachelor's degree is required. A minimum of 5 years experience in urban planning required. Experience and coordination with land use planning, transportation projects, personnel or various departments involving projects is also required. A combination of advanced degree in urban planning or public administration or a related field along with 3 years of experience may be substituted.

Knowledge, Abilities and Skills: Must possess comprehensive knowledge of the principles and practices of urban planning, project planning, implementation and stakeholder outreach. Planning related research, ability to work with spreadsheets, databases, organizing and presenting methodical analysis, knowledge with physical assets such as roads, trails, requirements for public facilities, creative solutions to problem solving are a part of the job assignment. Ability to interpret laws and regulations, ability to work collaboratively with a wide array of individuals from various backgrounds, such as traffic engineers, utility managers, program coordinators is expected. Must be proficient in Microsoft Windows, Excel, Word, and Outlook. Knowledge and ability to work with Geographic Information Systems a plus.

Licenses and Certifications: Valid Oklahoma Class D Operators 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, occasionally, be available. Some pressure from deadlines may be anticipated.

Please submit cover letter and resume to Personnel Director at incog@incog.org

Effective Date: 10/24/19

Status: Exempt

Reports to: Transportation Division Manager