



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

POSITION TITLE: Principal Planner/Plan Development and Implementation

PURPOSE OF THE POSITION: To serve in a leadership position in the Tulsa Planning Office and provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council, and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Assist Director in management of Plan Development and Implementation in the Tulsa Planning Office
- Serve as lead and provide guidance to other staff members
- Assist in managing the Destination District and Historic Preservation Programs
- Manage complex issues, and assist staff in problem solving through complex issues
- Oversee plan development and ensure it incorporates best planning practices and responds to new development trends in the community
- Lead inclusive, collaborative and meaningful public engagement efforts in the community to facilitate plan development
- Present periodic reports to public officials, community groups and others
- Oversee and participate in the writing and development of planning documents
- Assist in the design and implementation of planning programs
- Speak effectively at community, neighborhood or other public meetings
- Answer inquiries from the public regarding planning initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 8 years experience in urban planning required, specifically working with comprehensive plans, district revitalization programs and historic preservation. A Bachelor's or Master's Degree in urban planning or related field is also required.

Knowledge, Abilities and Skills: Must possess comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; good knowledge of physical design as applied to city planning. Must have the ability to analyze issues in the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to supervise and train assigned personnel; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

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

Effective Date: January 1, 2019

Status: Exempt

Reports to: Director, Principal Planner/Plan Development and Implementation

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.

POSITION TITLE: Senior Planner/Plan**Tulsa Update and Enhancements**

PURPOSE OF THE POSITION: To provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Lead update of the comprehensive plan by assessing changed conditions, shortcomings and needs to guide best planning practices and respond to new development trends in the community
- Lead inclusive, collaborative and meaningful public engagement efforts in the community to facilitate plan updates
- Establish and manage the process to update and maintain the City of Tulsa comprehensive plan over time
- Present periodic reports to public officials, community groups and others on plan development
- Oversee and participate in the writing and development of planning documents
- Manage the public hearing process for adoption of planning initiatives
- Assist in the design and implementation of planning programs
- 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 initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 5 years experience in urban planning required, specifically working with the development of comprehensive plans. A Bachelor's or Master's degree in urban planning or related field is also required.

Knowledge, Abilities and Skills: Must possess comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; good knowledge of physical design as applied to city planning. Must have the ability to analyze issues in the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to supervise and train assigned personnel; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

Licenses and Certifications: AICP preferred; 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, occasionally, be available. Some pressure from deadlines may be anticipated.

POSITION TITLE: Senior Planner/Small Area Planning

PURPOSE OF THE POSITION: To provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Lead and coordinate small area planning process
- Lead inclusive, collaborative and meaningful public engagement efforts to facilitate the development of small area plans with implementable plan recommendations
- Establish and manage a process by which to identify and prioritize future areas that would most benefit from small area planning efforts
- Establish and manage the process to update and maintain small area plans over time
- Present periodic reports to public officials, community groups and others on small area planning initiatives
- Oversee and participate in the writing and development of planning documents
- Manage the public hearing process for adoption of planning initiatives
- Assist in the design and implementation of planning programs
- 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 initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 5 years experience in urban planning required, specifically working with comprehensive plans. A Bachelor's or Master's degree in urban planning or related field is also required.

Knowledge, Abilities and Skills: Must possess comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; good knowledge of physical design as applied to city planning. Must have the ability to analyze issues in the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to work collaboratively with a wide array of individuals from various backgrounds; ability to supervise and train assigned personnel; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

Licenses and Certifications: AICP preferred; 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, occasionally, be available. Some pressure from deadlines may be anticipated.

POSITION TITLE: Senior Planner/Plan Implementation & Tracking

PURPOSE OF THE POSITION: To provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Lead and coordinate implementation efforts of adopted plans
- Compile, evaluate and prioritize plan recommendations and develop an ongoing approach to ensure that plans are continuously implemented
- Monitor, coordinate and communicate with relevant entities to implement plan recommendations
- Present periodic reports to public officials, community groups and others on plan implementation
- Participate in the City's capital improvements process, through project recommendation and prioritization, development, and design approval for key public projects
- Conduct comprehensive plan conformance reviews for various planning initiatives
- Assist in the design and implementation of planning programs
- 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 initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 5 years experience in urban planning required, specifically working with comprehensive plans and plan implementation. A Bachelor's or Master's degree in urban planning or related field is also required.

Knowledge, Abilities and Skills: Must possess comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; good knowledge of physical design as applied to city planning. Must have the ability to analyze issues in the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to work collaboratively with a wide array of individuals from various backgrounds; ability to supervise and train assigned personnel; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

Licenses and Certifications: AICP preferred; 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, occasionally, be available. Some pressure from deadlines may be anticipated.

Effective Date: January 1, 2019

Status: Exempt

Reports to: Director, Principal Planner/Plan Development and Implementation

POSITION TITLE: Destination District Manager

PURPOSE OF THE POSITION: To provide professional services to commercial districts within the City of Tulsa to facilitate revitalization and encourage business development.

ESSENTIAL TASKS:

- Serve as lead and coordinate the Destination District Program
- Develop a process, criteria and outreach for program administration
- Lead inclusive, collaborative and meaningful public engagement efforts with the district representatives
- Establish a process by which to identify and prioritize future areas that would most benefit from the Destination District Program
- Provide technical training and support to emerging districts
- Implement a process to track, analyze and report indicators of progress for districts
- Present periodic reports to public officials, community groups and others on Destination District Program
- Assist in the design and implementation of planning programs
- 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 initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: Minimum 5 years experience in urban planning required, specifically working with district development. A Bachelor's or Master's degree in urban planning or related field is also required.

Knowledge, Abilities and Skills: Must possess knowledge of: economic and community development strategies and tools; redevelopment strategies and tools; retail, market fundamentals, and economic trends and conditions; and organizational and funding strategies. Must have the ability to: assess and identify needs related to infrastructure, access and safety, parking, traffic and mobility, active transportation and urban design; develop documents such as Professional Service Agreements, Business Plans, Strategic Plans, Business Improvement Districts/Special Improvement Districts, Contracts, etc. Must have experience: performing assessments, establishing a vision, determining priorities, and setting and implementing goals; applying concepts of organizational fitness, placemaking and market alignment to business plans and redevelopment strategies; with community building, and creating local connections between neighborhoods and businesses; and coordinating groups, community events, and consortiums. Must be skilled in business development, organization, budgeting, operations and finance and in facilitating groups of various sizes and ranges of diversity. Must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

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

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Requires significant time working with districts outside of the office both during and outside of normal work hours.

POSITION TITLE: Community Engagement Planner

PURPOSE OF THE POSITION: To administer and coordinate communication and public engagement activities of the Tulsa Planning Office and participate in urban planning initiatives.

ESSENTIAL TASKS:

- Plans, directs, coordinates and implements communications activities and public outreach initiatives of the Tulsa Planning Office
- Designs, updates and maintains the Tulsa Planning Office website
- Writes, edits, and disseminates fact sheets and news releases to media representatives
- Designs, writes, edits and produces graphic and written materials such as brochures, fliers, videos, and other promotional items to communicate planning and zoning related topics
- Plans and coordinates events and related marketing and communications activities
- Represents the Tulsa Planning Office at meetings of civic, business and community groups, community boards, elected officials and public agencies, and may act as a spokesperson
- Develops and coordinates community outreach activities to educate the public about services and to increase public participation and engagement in planning processes
- Plans, selects, and coordinates educational opportunities for the Planning Commission, Board of Adjustment, Tulsa Preservation Commission, staff, citizens, and partners
- Manages the Tulsa Planning Office presence on social networking sites and other public websites
- Participate in urban planning initiatives
- Perform special projects related to planning, zoning and subdivision related matters

QUALIFICATIONS:

Training and Experience: Minimum 3 years of professional experience developing and conducting public outreach, marketing, graphic design, website design/management, and communications in the public sector. A Bachelor's or Master's degree in communication, public relations, marketing, or a closely related field is required, in addition to experience or education in the principles and practice of urban planning and design. A Master's degree in urban planning, urban design, or a closely related field is preferred.

Knowledge, Abilities and Skills: Knowledge of principles and practices of: graphic design; written, oral and visual communications; public relations; and English grammar, spelling, punctuation, and syntax. Proficiency with computer programs including Microsoft Office and Adobe Creative Suite, with an emphasis in InDesign, Illustrator, and Photoshop. Knowledge of HTML, CSS, and other web development platforms and technologies. Ability to communicate effectively both orally and in writing; make presentations to groups; work effectively with a variety of individuals and groups; and learn relevant policies, procedures, and regulations.

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.

Effective Date: January 1, 2019

Status: Exempt

Reports to: Director, Principal Planner/Plan Development and Implementation

POSITION TITLE: Historic Preservation Planner

PURPOSE OF THE POSITION: To provide professional work in developing and maintaining the City of Tulsa's historic preservation program through historic preservation planning, policies, procedures and programs to promote neighborhood stabilization and improvement of Tulsa's quality of life for its citizens.

ESSENTIAL TASKS:

- Serve as Historic Preservation Officer for the City of Tulsa
- Perform professional planning work and implementation for the historic preservation program
- Develop, recommend, implement and evaluate City policy related to historic preservation
- Translate the goals, objectives and policies of the Preservation Commission into programs, projects, and activities
- Oversee administration of Certified Local Government (CLG) grant and other preservation grant expenditures, including budgeting, managing contracts, overseeing consultants, project monitoring and preparation of reports
- Provide architectural, historical, technical, design, and policy guidance to staff, other City departments, boards and commissions, citizens, and regional, state, and national preservation agencies
- Coordinate Section 106 of the National Historic Preservation Act and Historic Preservation Zoning programs, including design review and guidance, and zoning map amendments
- Facilitate survey and National Register nomination projects, and maintain City's historic resource inventory files
- Make presentations to a variety of groups and the media for historic preservation issues
- Conduct community-wide training and educational workshops on historic preservation topics
- Consult on plan components and other planning work related to historic areas/resources and develop historic contexts
- Demonstrate continuous effort to improve operations and turnaround times, streamline work processes, and work cooperatively and jointly to provide high quality customer service to the public

QUALIFICATIONS:

Training and Experience: Minimum 4 years of historic preservation related experience required. A Bachelor's or Master's Degree in historic preservation, architecture or related field is also required.

Knowledge, Abilities and Skills: Must possess considerable knowledge of the principles and practices of historic preservation and urban planning, local, state and federal laws pertaining to preservation, planning and preservation research and report writing, statistical analysis, and program design. Must have the ability to: carry planning assignments to completion through the formulation of creative planning solutions; communicate effectively both verbally and in writing; and to understand and influence the behavior of others within the organization, customers, or the public in order to achieve objectives and cause action or understanding. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

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

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Requires significant time working with districts outside of the office both during and outside of normal work hours. Some pressure from deadlines may be anticipated.

Effective Date: January 1, 2019

Status: Exempt

Reports to: Director, Principal Planner/Plan Development and Implementation

POSITION TITLE: 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, Rhino, AutoCAD, Revit, and Adobe Photoshop. 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.

POSITION TITLE: Planner

PURPOSE OF THE POSITION: To provide professional planning services to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City Council and various entities at the City of Tulsa.

ESSENTIAL TASKS:

- Serve as support for small area planning, PlaniTulsa update and enhancements, plan implementation and tracking and destination district programs
- Assist in coordinating inclusive, collaborative and meaningful public engagement efforts in the community to facilitate the development of plans
- Assist in plan development to address citizen concerns through meaningful and implementable plan recommendations
- Participate in the writing and development of plan documents
- Conduct research in specific or varied project areas and compile, compute, and present planning data
- Assist in implementation efforts of adopted plans
- Use, interpret and prepare maps, plans, charts, or other graphic illustrations
- Analyze a variety of planning issues and develop and present reports and recommendations in public meetings
- Write project-related reports and prepare working papers and other correspondence
- Manage the public hearing process for planning initiatives
- Assist in the design and implementation of planning programs
- Speak effectively at community, neighborhood or other public meetings
- Answer inquiries from the public regarding planning initiatives
- Lead and/or assist in other planning initiatives as assigned

QUALIFICATIONS:

Training and Experience: A Bachelor's or Master's degree in urban planning or related field is required and at least 1 year of related experience.

Knowledge, Abilities and Skills: Must possess knowledge of the principles and practices of urban planning, community research and statistical analysis; knowledge of the techniques of planning research; considerable knowledge of economic, social, health and/or physical needs of an urban community; and good knowledge of physical design as applied to city planning. Must have the ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to work collaboratively with a wide array of individuals from various backgrounds; and must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

Licenses and Certifications: None

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.

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