



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