



Community Planner

INCOG is seeking applications for a Community Planner to assist in long range and current planning functions for smaller communities, throughout the Tulsa Metropolitan Area.

Examples of duties:

- Work with communities to develop comprehensive plans that reflect their long-range goals;
- Assist communities in day-to-day land development functions;
- Gather, analyze, and present data in the form of written, graphic, or oral reports;
- Work independently to develop and carry out research and write reports; and
- Speak effectively at community, neighborhood or other public meetings.

A successful applicant must have considerable knowledge of principles and practices of urban and/or regional planning; knowledge of principles relating to research, statistics, and data collection; and possess excellent oral and written communication skills. A successful candidate must also have considerable skill in working independently with multiple projects and deadlines; and establishing and maintaining positive and effective relationships with co-workers, supervisors, elected and appointed officials, representatives of other agencies and the general public. Also required is proficiency in Microsoft Word, Excel, Access and PowerPoint.

Minimum of 2 -5 years of experience in urban planning preferred, specifically working in comprehensive plan development and administering land development processes. A Bachelor's or Master's Degree in urban planning or related field is also required.

Specific compensation is based on candidate's qualifications and experience. Comprehensive benefits package included. Please submit a cover letter and resume to Personnel Director, INCOG, at incog@incog.org

