



## Community Development Planner

**DEPARTMENT:** Community, Housing and Economic Development

**SALARY:** \$62,000-\$65,000

**LOCATION:** Tulsa, OK

**JOB TYPE:** Full-time, Exempt

**HOURS:** Monday-Friday  
8:00AM-5:00PM  
Occasional  
Evenings

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### POSITION SUMMARY

Under the supervision of the Division Manager, develop proposals and applications for state and federal infrastructure grant programs and provide program implementation and administration services to INCOG member governments. Work includes developing community development plans for public review, performing analysis on project proposals, proposing strategy for the allocation of funds, and managing contracts and significant capital projects.

### ESSENTIAL RESPONSIBILITIES:

- Assist in the development and preparation of annual grant application processes for HUD federal and State grant programs.
- Collaborate closely with federal and state funding sources and coordinate involvement from other stakeholders.
- Act as part of an internal team to manage individual grant projects.
- Assist with coordination of the activities of contractors and local government staff to implement all aspects of an assigned program.
- Ensure program compliance with all applicable laws and regulations, including labor standards, wage compliance, competitive bidding regulations.
- Research grant opportunities for the purpose of developing additional funding resources for both current and proposed services.
- Assist Tulsa County and State CDBG grant recipients in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG and HOME programs.
- Perform on-site financial and programmatic monitoring of community development programs to ensure compliance with all applicable laws and regulations.
- Prepare environmental reviews to ensure compliance with HUD regulations.

**QUALIFICATIONS:****EDUCATION and/or EXPERIENCE:**

Bachelor's or Master's degree in urban planning, public administration, or related field and one year of experience in developing and administering projects required, or an equivalent combination of education and experience. Direct experience in community development and/or economic development programs desirable.

**Knowledge, Abilities and Skills:**

Should possess basic knowledge of federal, state, and local regulations, rules and guidelines as relates to state and federally funded programs including CDBG and HOME. Should have experience with community development strategies and tools. Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to work effectively with a broad range of people and positions, agencies and corporations; ability to comprehend and interpret complex rules, regulations and laws; ability to effectively communicate both verbally and in writing.

Individual must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, PowerPoint, Excel, Word, and Outlook. GIS skills are desirable.

The following skills and traits are required:

- Grant management or project management experience.
- Excellent written and oral communication skills.
- Strong logistic and organizational skills.
- Enthusiasm, flexibility, and the ability to adapt.
- The ability to meet deadlines and prioritize tasks.
- The ability to read, interpret and apply federal guidance.
- Leadership skills and the willingness to take ownership and responsibility.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.
- Strong problem-solving ability, attention to detail, knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands.
- Candidates must also be eager and willing to add to their existing knowledge base and skillset.

**WORKING ENVIRONMENT:**

The working environment is primarily indoors in an office setting. Will require time working with local governments outside of the office both during and outside of normal work hours.

**TO APPLY:**

Please submit a resume detailing relevant employment history, experience, education, 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@incog.org](mailto:resumes@incog.org)