



ASSISTANT PLANNER

The Tulsa Planning Office at INCOG is seeking qualified applicants for an Assistant Planner in the Planning and Design Division. The Assistant Planner will be responsible for performing entry-level professional planning duties including gathering, compiling and analyzing data; document creation and design; and assisting with program administration and project management as assigned. The person in this position will primarily serve as support for short- and long-range planning projects.

The position requires knowledge of the principles and practices of urban planning, community research and statistical analysis and knowledge of the techniques of planning research. Excellent oral and written communication skills are required along with proficiency in Microsoft Office and Adobe Creative Suite (InDesign, Photoshop, Illustrator). Proficiency in Geographic Information Systems (GIS) is preferred.

Minimum qualifications: A Bachelor's or Master's Degree in urban planning or related field is required. Annual salary range starting at \$40,598. Comprehensive benefits package included.

Please submit a resume, detailing your education, experience, and contact information, as well as a cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, Two West 2nd Street, Ste. 800, Tulsa, OK 74103 or e-mail to incog@incog.org