



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: 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.

Effective Date: January 1, 2019

Status: Exempt

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