



Land Regulation Specialist (Research Support)

PURPOSE OF THE POSITION: To provide technical planning support to the public, the Tulsa Metropolitan Area Planning Commission (TMAPC), City and County Boards of Adjustment, and various entities at the City of Tulsa and Tulsa County.

ESSENTIAL TASKS:

Provide customer service and assistance to the general public regarding zoning and subdivision regulations within the City of Tulsa and the unincorporated area of Tulsa County

Accept and prepare applications filed with the Tulsa Metropolitan Area Planning Commission (TMAPC) and with the City and County Boards of Adjustment (BOAs)

Research BOA and TMAPC case history to fulfill records requests from the City of Tulsa
Writing zoning verification letters as requested by members of the public

Process zoning ordinances from the City of Tulsa and zoning resolutions from Tulsa County once they are published and effective

Maintain and update the City of Tulsa Comprehensive Plan as amendments are adopted

Create zoning code amendment documents that are presented to TMAPC

Maintain and update City of Tulsa Zoning Code as amendments are adopted

Maintain and update Tulsa County Zoning Code as amendments are adopted

Create and maintain complex land use documents and data files

Perform special projects as assigned

QUALIFICATIONS:

Training and Experience: Must have an Associate or Bachelor's or Master's Degree in urban planning or related field and/or related land regulation experience.

Knowledge, Abilities and Skills: Must be proficient in Microsoft Windows, Excel, Word, Outlook and Adobe InDesign. Must be highly organized, detail oriented and able to manage and ensure accuracy in large amounts of data. Must have the ability to work well with the general public, take detailed applications, calculate dimensions and land areas, meet deadlines for application cut-offs, agendas, and legal notifications, prepare case reports as necessary, interact with various agencies and City and County staff members, complete work in an efficient and timely manner while experiencing regular interruptions, input data in various logs and possess good oral and written communication skills.

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.

Compensation based on candidate's qualifications and experience. INCOG offers a comprehensive benefits package including retirement, medical, dental, and vision insurance, and flexible benefit plans.

Please submit a cover letter and resume to: INCOG Personnel Director, 2 West 2nd Street, Suite 800, Tulsa, OK, 74103, or to: incog@incog.org.