



## **Land Regulation Specialist**

The Indian Nations Council of Governments (INCOG), the regional planning agency for the Tulsa Metropolitan Area, is seeking qualified applicants for the Land Regulation Specialist position. This position will work on the Land Development Services team, primarily providing customer service and assistance to the general public regarding zoning within the City of Tulsa and the unincorporated area of Tulsa County. Duties include accepting, preparing and processing applications filed with the Tulsa Metropolitan Area Planning Commission (TMAPC) and with the City and County Board of Adjustments. Duties also include researching BOA and TMAPC case history for records searches and staff recommendations, as well as ensuring all zoning map amendment notification requirements are met.

A successful applicant must be highly organized, detail oriented and able to manage and ensure accuracy in large amounts of data. A successful applicant must also demonstrate 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.

Proficiency in Microsoft products is required.

Preference will be given to applicants with a degree in urban planning or related degree, an associate degree and/or related land regulation experience. Annual salary range starting at \$35,000-\$42,500. Specific compensation based on candidate's qualifications and experience. Comprehensive benefits package included. Submit a cover letter and resume to Personnel Director at [incoq@incoq.org](mailto:incoq@incoq.org)