



## **LAND DEVELOPMENT PLANNER/ BOARD OF ADJUSTMENT ADMINISTRATOR**

The Indian Nations Council of Governments (INCOG) is seeking qualified applicants for a Land Development Planner/Board of Adjustment Administrator. Duties include: administering the activities of the City of Tulsa and Tulsa County Boards of Adjustment, taking zoning and Board of Adjustment applications, ensuring proper notice of Board meetings, preparing written evaluations of requests to be considered by these Boards, attending Board meetings and making oral presentations, and providing the public with information about zoning, land development and the Comprehensive Plan. The person in this position will also be assigned special projects related to planning and zoning related matters.

The position requires hands-on experience working with local government Boards and Commissions, as well as direct experience administering a Zoning Code and a demonstrated ability to work well with the general public. Excellent oral and written communication skills are required along with computer proficiency in Microsoft Word, Excel, Access or other database programs.

Minimum requirement: Masters degree in Urban Planning or related field, or two years experience in Urban Planning or an equivalent combination of education and experience. Annual salary starting at \$40,000 - \$48,000, although specific compensation based on candidate's qualifications and experience. Comprehensive benefits package included.

Please submit a cover letter and resume to Personnel Director, INCOG, Two West 2<sup>nd</sup> Street, Ste. 800, Tulsa, OK 74103 or e-mail to [incoq@incoq.org](mailto:incoq@incoq.org)