



Senior Planner/Small Area Planning

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 and coordinate small area planning process
- Lead inclusive, collaborative and meaningful public engagement efforts to facilitate the development of small area plans with implementable plan recommendations
- Establish and manage a process by which to identify and prioritize future areas that would most benefit from small area planning efforts
- Establish and manage the process to update and maintain small area plans over time
- Present periodic reports to public officials, community groups and others on small area planning initiatives
- 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 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 work collaboratively with a wide array of individuals from various backgrounds; 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.