

**MANAGER OF PLANNING SERVICES**

**INCOG,** a regional council of governments is seeking a Manager of Planning Services for its newly created Tulsa County Planning Services division. The manager will work with a team of people to provide professional planning services tothe public, the Tulsa Metropolitan Area Planning Commission (TMAPC), Tulsa County Board of Adjustment (BOA), and other local government entities.

Essential tasks include:

* Manage Tulsa County land development and planning programs.
* Serve as Manager of Planning Services as defined in the Tulsa County Zoning Code and the Tulsa Metropolitan Area Subdivision and Development regulations.
* Provide leadership and guidance to all departmental staff. Cross train staff on various areas of responsibility. Encourage staff collaboration and cooperation.
* Keep the Tulsa County Comprehensive Land Use Plan up to date. Collaborate with local communities regarding comp. plan amendments.
* Accept, prepare and process all applications for zoning code changes.
* Assist departmental staff for all other cases including lot split, lot line adjustments, and board of adjustment matters.
* Provide customer service and assistance to the public on all matters related to the Planning Services Department.
* Review all TMAPC staff recommendations, final plat approvals, BOA case reports, agenda and minutes prior to submission.
* Participate in INCOG’s manager meetings. Work cross-departmentally to promote collaboration and cooperation among departments.
* Present cases and special projects to the TMAPC, BOA, and Tulsa County Commission.
* Represent the Department of Planning Services at public meetings as needed.
* Provide leadership and guidance for neighborhood engagement processes.
* Provide support to other INCOG area local governments on planning and land development projects.

**QUALIFICATIONS:**

Training and Experience: A Bachelor’s or Master’s Degree in urban planning, landscape architecture, architecture or related field is required Minimum 8 years’ experience in urban planning required, specifically working with site plans, zoning codes, subdivision regulations and land development processes. Experience in managing staff a plus.

Knowledge, Abilities and Skills: Must be proficient in Microsoft Office products. Must possess extensive knowledge of the principles and practice of urban planning, 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, read and interpret zoning codes and subdivision regulations, calculate dimensions and land areas, read legal descriptions, 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 excellent oral and written communication skills.

Licenses and Certifications: AICP or ASLA preferred; Valid Oklahoma Class "D" Operator's License required

Please submit a resume detailing relevant employment history, experience, education, contact information and a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 W 2nd Street, Suite 800, Tulsa OK 74103, or e-mail to resumes@incog.org