

**POSITION: Neighborhood Revitalization Planner**

**PURPOSE OF THE POSITION:** To provide professional planning services within the City of Tulsa to facilitate the revitalization of neighborhoods and coordinate implementation efforts.

**ESSENTIAL TASKS**

- Support and coordinate all neighborhood revitalization efforts
- Develop a process, criteria, and outreach for program administration
- Lead the identification and selection process by which to prioritize future areas that would benefit most from neighborhood revitalization
- Lead inclusive, collaborative and meaningful public engagement efforts with neighborhood representatives and other key community development partner agencies
- Provide technical training and support to emerging neighborhoods
- Implement a process to track, analyze and report indicators of progress for participating neighborhoods
- Create materials for use on the website, social media and other marketing in coordination with partnership agencies to publicize events.
- Research grant opportunities for the purpose of developing additional funding resources for both current and proposed services
- Present periodic reports to public officials, community groups and others on the program status and plan implementation
- Participate in the City's Consolidated Plan and Annual Action Plan processes, through project recommendation and prioritization, development, and approval. Assist in the evaluation of proposed project activities, and implementation of the activities selected, according to HUD regulations.
- Assist the City in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG and HOME program.
- Perform routine monitoring activities to ensure that the program is progressing in a timely manner and conforms to applicable federal regulations.
- Research, analyze, and present data in the form of written, graphic, or oral reports
- Lead and/or assist in other planning initiatives as assigned

**QUALIFICATIONS**Training and Experience:

Minimum of two (2) years' experience in urban planning required, specifically in community development, housing initiatives, public engagement and other neighborhood focused activities. A Bachelor's or Master's Degree in urban planning or related field is required.

Knowledge, Abilities and Skills:

Must possess basic knowledge of federal, state and local regulations, rules and guidelines as it relates to HUD funded programs including CDBG and HOME. Must have experience with community development strategies and tools and neighborhood revitalization strategies and tools.

Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to work effectively with a broad range of people and positions, agencies and corporations; ability to comprehend and interpret complex rules, regulations and laws; ability to effectively communicate both verbally and in writing; ability to utilize the highest level of interpersonal skill in order to understand, motivate, and authentically engage with people at any level within or outside the organization; ability to be flexible and adapt to changing priorities; demonstrated ability to serve as an action-oriented individual who can merge their knowledge, skills and abilities with demands of the position and team.

The ideal candidate must will have technical knowledge of federal grants and be able to manage complex and diverse relationships with the public and other partners and exhibit empathy and cultural sensitivity when working with a diverse set of perspectives and experiences.

Individual Must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, PowerPoint, Excel, Word, and Outlook.

Licenses and Certifications:

None

**WORKING ENVIRONMENT**

Working environment is primarily indoors in an office setting. Will require significant time working with neighborhood leaders and partner agencies outside of the office both during and outside of normal work hours.

**APPLY**

Please submit a resume, detailing your employment history, experience, education, and contact information, as well as a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, Two West 2nd Street, Ste. 800, Tulsa, OK 74103; or e-mail [incog@incog.org](mailto:incog@incog.org).