

**PURPOSE OF THE CLASSIFICATION:** : Under general supervision, performs urban planning and geographic information systems (GIS) functions for the Tulsa Planning Office, including creating GIS projects, case maps related to Planning Commission and Board of Adjustment cases, and maps for special planning projects, performing technical and planning analysis, assisting in the identification of issues, researching and gathering data, analyzing alternatives, and implementing plans, ensuring communication with related departments, city officials, and the public; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Creates static and interactive maps, and graphic displays of information and data using GIS and planning knowledge
- Reads, interprets, and creates maps based on legal descriptions found in surveys, plats, and other real estate records
- Maintains geographic and related attribute data, and prepares various analyses and visualizations
- Gathers, automates, converts, integrates, maintains, and publishes wide-ranging spatial data using applicable software or programs, including, but not limited to, Esri's ArcGIS Pro and ArcGIS Online
- Conducts informational queries and prepares maps and inputs field data in the GIS database
- Prepares amendments to the City's Comprehensive Plan and zoning code to advance land use, planning, development, and urban design objectives of the City
- Provides oral and written presentations in various forums concerning planning projects
- Prepares staff reports and presents cases and analyses to various bodies including city officials, authorities, boards, commissions, and the public
- Attends meetings, as required, and collaborates with multidisciplinary teams
- Performs research of City and county records, as well as other record sources for information to revise and update GIS databases
- Performs complex spatial analysis and database queries
- Assists in the preparation of technical reports
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university; **and**,
- (b) Three (3) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Geographic Information Systems (GIS) software and analytical solutions and processes
- Computer programs, which may include but are not limited to Microsoft Office, Internet applications, database management, and Adobe Creative Cloud
- The principles and practices of urban planning, community research, and statistical analysis
- The principles and practices of research and data collection
- Effective writing techniques
- Basic principles of planning, including land use/zoning, transportation and/or physical needs of an urban community
- Physical design as applied to city planning

Ability to:

- Carry planning assignments to completion through the formulation of creative planning solutions
- Compile and analyze technical and statistical information and to prepare comprehensive technical reports
- Interpret laws and regulations
- Work collaboratively with a wide array of individuals from various backgrounds
- Manage, maintain and ensure accuracy in large amounts of data
- Review detailed site plans and architectural drawings
- Complete work in an efficient and timely manner while experiencing regular interruptions
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Create graphic designs, development strategies, and render site plans via sketches and/or computer graphics
- Work on several projects or issues simultaneously
- Work independently or in a team environment, as needed
- Attend to details while keeping big-picture goals in mind
- Recognize, analyze, and solve complex spatial problems
- Digitize and georeference a paper map or plat
- Participate in-person and virtual community engagement activities

Skill in:

- Communicating effectively orally and in writing
- Creative problem-solving
- Gathering relevant information to solve practical problems and address citizen inquiries and concerns

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license (some positions)

**WORKING ENVIRONMENT:** Working conditions are primarily indoors in an office environment and may require some travel to local and regional locations to provide computer-related assistance and provide on-call after hours support for production systems.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Urban Development**