



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

ASSOCIATE PLANNER

SALARY: \$54,413.28 - \$83,165.04 Annually

OPENING DATE: 08/22/22

CLOSING DATE: Continuous

DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

***NOTE:** The normal starting salary for this position is \$54,413.28/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

***NOTE:** Applications/resumes will be accepted until the position is filled. First consideration will be given to applications/resumes received by September 13, 2022.*

DEPARTMENTAL INFORMATION

This position will support the City's Office of Sustainability by providing assistance with planning and implementing initiatives or programs from the City's sustainability plan, other adopted plans, and completed studies; researching, summarizing, and communicating complex topics to a wide range of audiences; pursuing external funding opportunities; and cultivating relationships with potential partners for new and existing initiatives.

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

This job is located in the **Administration Division** of the **Planning Department** with the City of Oklahoma City and is under the direction of an immediate supervisor. Associate Planner is a professional classification that requires well-developed skills in research; verbal and written communication; and fully functional knowledge of the principles, procedures, and methodologies of city planning. **Essential job functions include:** conducting research and/or traveling to conduct field surveys in specific or general project areas and independently compiling, computing, and presenting planning data in appropriate formats. Associate Planners participate in data summary and analysis and are called upon to draw valid conclusions that may be based on hypotheses of future circumstances and demands. Within this classification, differentiation occurs with respect to the disciplinary knowledge required of the incumbent. Associate Planners in all disciplines are responsible for writing, presenting formal and technical reports, working papers, and other correspondence. Work products, as well as the procedures used to generate them, are subject to review by a supervisor. Reports, conclusions, and recommendations may become or be used to establish official City policies or ordinances.

VETERANS PREFERENCE

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard, and Reserve Forces who are not currently employed full-time by the City of Oklahoma City and who meet the qualifications for the position shall be given preference. To receive preference, veterans must submit verification of honorable discharge from the United States military service.

(Department of Defense Form DD214 or NGB Form 22) prior to the closing date of the vacancy announcement.

JOB REQUIREMENTS:

- Knowledge of principles of city planning.
- Knowledge of and skill in determining appropriate research and analysis methodologies.
- Skill in working efficiently and accurately with information.
- Skill in verbal and written communication.
- Skill in working with large quantities of data, including spatial data.
- Skill in assessing salient information through research, conferences, and examinations.
- Skill in working projects through to completion within specified time frames.
- Skill in relating to people from various socio-economic and professional backgrounds.
- Skill in writing technical reports.
- Skill in reading and interpreting technical, narrative, and graphic displays.
- Skill in recalling information.
- Ability to think logically.
- Ability to work independently.
- Ability to draw valid conclusions from research and analysis.
- Ability to travel.
- Willingness to assume responsibility for work performed.

DEPARTMENTAL PREFERENCES

- Bachelor's degree in Environmental Sustainability, Urban Design, Geography, Environmental Economics, Landscape Architecture, Urban Planning, Strategic Communications, or related field and two (2) or more years professional experience working or applying principles of municipal, environmental, and/or organizational sustainability.
- Experience researching and summarizing complex information to communicate strategically.
- Skill in interpersonal, strategic communications, critical thinking, reading comprehension, persuasive written and verbal communication, research, and public presentations.
- Skill to work independently/self-motivate to identify, analyze, and recommend potential initiatives based on cost-effectiveness, technical feasibility, and environmental impact.
- Skill using specific software programs, including any of the following: GIS; Microsoft Office Suite: Word, PowerPoint, SharePoint, Excel, and Teams; Adobe Acrobat/Pro; Adobe Creative Suite; email marketing platforms; website editing/management platforms.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- Outside occasionally; may be exposed to heat, cold, humidity, rain, etc.
- Occasionally required to work beyond normal working hours.
- Occasionally subject to local travel.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

PHYSICAL REQUIREMENTS

- Hearing and speech enough to communicate effectively by telephone or in-person.
- Near vision enough to read and draft written communications.
- Mobility enough to continuously move oneself from place to place when conducting field surveys.
- Far vision enough to accurately determine the condition of structures.

OTHER NOTES:

NOTE: Applicants invited to interview for this position will be required to complete a one-way video interview using Spark Hire video interview software.

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Human Resources Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Human Resources Department's Employee and Labor Relations Division.

NOTE: Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Recruiter: CH

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:
www.okc.gov

Position #202300687
ASSOCIATE PLANNER

420 West Main Street
Suite 900
Oklahoma City, OK 73003
405.297.2530

careers@okc.gov

ASSOCIATE PLANNER Supplemental Questionnaire

- * 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Human Resources Department Representative by calling 405-297-2530.
☐ Yes
☐ No
- * 2. If you have skill in determining appropriate research and analysis methodologies, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 3. If you have skill in working efficiently and accurately with information, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 4. If you have skill in verbal and written communication, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 5. If you have skill in working with large quantities of data, including spatial data, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 6. If you have skill in assessing salient information through research, conferences, and examinations, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 7. If you have skill in working projects through to completion within specified time frames, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 8. If you have skill in relating to people from various socio-economic and professional backgrounds, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 9. If you have skill in writing technical reports, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 10. If you have skill in reading and interpreting technical, narrative, and graphic displays, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 11. If you have skill in recalling information, please briefly describe this skill. If you do not have this skill, type in N/A.

- * 12. Do you have bachelor's degree in Environmental Sustainability, Urban Design, Geography, Environmental Economics, Landscape Architecture, Urban Planning, Strategic Communications, or a related field from an accredited university?
- ☐ Yes, I have a bachelor's degree in Environmental Sustainability.
 - ☐ Yes, I have a bachelor's degree in Urban Design.
 - ☐ Yes, I have a bachelor's degree in Geography.
 - ☐ Yes, I have a bachelor's degree in Environmental Economics.
 - ☐ Yes, I have a bachelor's degree in Landscape Architecture.
 - ☐ Yes, I have a bachelor's degree in Urban Planning.
 - ☐ Yes, I have a bachelor's degree in Strategic Communications.
 - ☐ Yes, I have a bachelor's degree in a related field.
 - ☐ No, I do not have a bachelor's degree in Environmental Sustainability, Urban Design, Geography, Environmental Economics, Landscape Architecture, Urban Planning, Strategic Communications, or a related field.
- * 13. If you have a bachelor's degree from an accredited university in a related field, type in the related field. If you do not, type in N/A.
- * 14. If you have two (2) or more years professional experience working or applying principles of municipal, environmental, and/or organizational sustainability, please briefly describe this experience including your duties and responsibilities. If you do not have this experience, type in N/A.
- * 15. If you have experience researching and summarizing complex information to communicate strategically, please briefly describe this experience including your duties and responsibilities. If you do not have this experience, type in N/A.
- * 16. If you have skill in interpersonal, strategic communications, critical thinking, reading comprehension, persuasive written and verbal communication, research, and public presentations, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 17. If you have skill to work independently/self-motivate to identify, analyze, and recommend potential initiatives based on cost-effectiveness, technical feasibility, and environmental impact, please briefly describe this skill. If you do not have this skill, type in N/A.
- * 18. If you have skill using specific software programs, including any of the following: GIS; Microsoft Office Suite: Word, PowerPoint, SharePoint, Excel, and Teams; Adobe Acrobat/Pro; Adobe Creative Suite; email marketing platforms; website editing/management platforms, please briefly describe this skill. If you do not have this skill, type in N/A.

* Required Question