



JOB DESCRIPTION

JOB TITLE:	Planning Intern	FLSA:	Non-Exempt
DEPARTMENT:	Community Development	GRADE:	unclassified
REPORTS TO:	Community Development Director	DATE:	4/20/2017
BARGAINING UNIT:	none		

SUMMARY:

The internship will provide a college student in a degree program dealing in planning, public administration or a closely related field, practical experience, exposure to daily operations, and supplement the planning services provided to the community. Responsible for a variety of tasks as assigned by the Community Development Director. Reports to the Community Development Director.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Researches and reviews plans for ordinance regulations;
- Investigates zoning complaints; works with Code Enforcement staff as required.
- Drafts a variety of written communications, including analytical reports and correspondence; directs the preparation of graphic materials.
- Performs field surveys and investigations related to planning and zoning projects and fence, sign, and tent permits.
- Makes oral and graphic presentations or prepares materials for presentation to Boards and commissions and community groups.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Pursuing a Bachelor's or Master's degree in planning, public administration or a closely related field OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.

PLANNING INTERN

Required Knowledge and Skills

Knowledge of:

Planning Interns must have basic understanding of the following:

- Objectives, principles, procedures, standards, practices, and information sources and trends of municipal, urban, and rural planning.
- Statistical analysis and mathematical concepts related to the planning and zoning process.
- Terminology, symbols, methods, techniques, and instruments used in planning graphics and map drafting.
- Applicable codes, ordinances, and regulations.
- Computer applications related to the work.
- Business letter writing and the standard format for typed materials.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

Skills in:

Planning Interns must have the following basic skills:

- Researching, analyzing, and summarizing planning data manually and with computer applications.
- Interpreting maps, site and building plans and specifications, graphs, and statistical data.
- Interpreting, applying, and explaining applicable codes, ordinances, and regulations.
- Preparing clear, concise, and complete technical documents, reports, correspondence, and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Ability to drive a vehicle.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting. Some field work is required occasionally.