



PLANNING & PARKS DEPARTMENT

Andrew Struck, Director
Tom Dueppen, Planning & Parks Specialist
Matt Aho, Program Manager – Fish Passage Program
Ryan McCone, Program Assistant – Fish Passage Program
Luke Roffler, Program Assistant – Fish Passage Program
Dave Nowak, Parks Superintendent
Mark Lesar, Golf Course Supervisor
www.co.ozaukee.wi.us/PlanningParks

Milwaukee River Watershed Fish Passage Program: Making Connections Across Our Watershed

Ozaukee County – Planning and Parks Department Fish Passage Program Internship

Title: Planning and Parks Fish Passage Program Intern – Limited Term Employee (LTE) – Ozaukee County

Sponsoring Agency: Ozaukee County – Planning and Parks Department

Position Summary: The Planning and Parks Department Fish Passage Program Intern provides technical support related to planning and parks programs of the Ozaukee County – Planning and Parks Department. Employment will be for up to 1,000 hours with a pay range from \$8.00 - \$10.00/hour, depending on experience. Work hours per week can be flexible. Proposed starting date of December 2011 or January 2012.

Duties/Responsibilities:

The Planning and Parks Department Fish Passage Program (Program) Intern will assist the Planning and Parks Department and Fish Passage Program staff with most aspects related to the Program, including, but not limited to:

1. Assist with the development of a Geographic Information Systems (GIS) - based fish and wildlife decision support tool to map target species habitat requirements.
2. Assist with gathering and compiling available species data, GIS layer acquisition, GPS, mapping, and data analysis.
3. Assist with the implementation of the environmental monitoring program and perform fish and wildlife species occurrence data surveys (e.g. stream shocking, larval fish trapping, fyke netting, creel surveys, visual surveys, etc).
4. Work with all Program partners, including consultants and fish and wildlife experts, to finalize desired target species, and update species matrices with parameters for tool input.
5. Use species matrices to output spatial products and lists of existing and potential fish and wildlife habitat values, update species occurrence data for validation studies.
6. Examine output and select case studies of partner properties and planning tools, begin implementing output by assisting partners with updating management and restoration plans.
7. Begin implementing results in plans on partner owned properties and through on-the-ground restoration projects.
8. Implementation of public education, outreach, and other informational items. This will include participation in informational meetings, development of posters, maps, display boards, brochures, website development, staffing educational events, development of text, and analysis of data.
9. Assist with construction oversight and management. This will include conducting site inspections and interacting with County, Consultant, and Contractor staff on construction progress on a daily basis.
10. Assist with communications (including recording meeting minutes) of the Program to County Board, committees, interest groups, partnering agencies and governments, non-profit organizations, and the public.
11. Assist Program Manager with grant reporting tasks.
12. Review Program documents, provide written reports, and prepare newsletter articles and press releases.
13. Maintain a record of daily activities and provide a summary of work accomplishments as directed by your Supervisor.

Education and Skills Required:

Pursuing a degree (Bachelor's or Master's) in geographic information systems, planning, regional planning, urban planning, natural resources, environmental studies, biology, environmental engineering, civil engineering, ecology, geography, or other related fields. Excellent computer skills including experience with GIS programs, Microsoft Word, Excel, Access and Publisher. Working knowledge of methods and procedures needed to collect and analyze environmental-related data. Must possess good writing, research, communication, interpersonal, and organizational skills. Experience in environmental monitoring (classroom or work), land information, parcel data, map and aerial photo interpretation desired. Must be able to operate basic office equipment such as photocopy machines. Ability to work with limited supervision, independently establish priorities and complete tasks. Ability to work in varied field and office conditions. Possession of a valid driver's license required.

121 W. Main Street, P.O. Box 994, Port Washington, WI 53074
Phone: (262) 284-8257 Metro: (262) 238-8257 Fax: (262) 284-8269

How to Apply:

Send letter of interest, current resume, County employment application form and writing sample to the Ozaukee County – Planning and Parks Department, 121 West Main Street, P.O. Box 994, Port Washington, WI 53074. Direct questions to astruck@co.ozaukee.wi.us. Application available online at:

<http://www.co.ozaukee.wi.us/departments/humanresource/Application%20for%20Employment%202011.pdf>

Deadline: Applications (letter and resume) must be **postmarked by December 5, 2011**.

Comment: Successful candidate will get the opportunity to work on projects of national and international interest with many partnering agencies and organizations including the Environmental Protection Agency (EPA), National Oceanic Atmospheric Administration (NOAA), Southeastern Wisconsin Regional Planning Commission (SEWRPC), Wisconsin Department of Natural Resources (WDNR), University of Wisconsin – Extension (UWEX) and several non-governmental organizations.