

## **PLANNING and ZONING SUMMER POSITIONS**

Sauk County, Wisconsin is accepting applications for two (2) part-time (31.00 to 38.75 hours per week) Limited Term Employment (LTE) summer positions in the Planning and Zoning Department. One position will primarily handle functions of Planning and Zoning and the other position will handle the GIS functions of the Department.

### Planning/Zoning Position:

The principal purpose of this position is to provide planning assistance while working on the County Agriculture Preservation Plan in addition to working on updates to the zoning, subdivision, and shoreland ordinances. This project will allow the intern an opportunity to practice skills related to ordinance drafting, data collection and analysis, graphic design and layout, public participation, meeting facilitation, conflict resolution, and planning project management.

Secondary projects of the intern position may include, but are not limited to, subdivision plat and rezone petition review, drafting staff reports, planned unit development review, the development of a purchase of agricultural conservation easement program, conducting zoning, shoreland, soils and private sewage system inspections with follow-up violation reporting, mineral extraction inspections, and administration of the county's rural number identification system.

### GIS Position:

The principal purpose of this position is to provide geographic information system and GPS services to the Department and the public. Projects will include Agriculture Preservation Plan mapping, integrating the permit database with the GIS, GPS mapping of all the nonmetallic mining sites and all fire numbers, and shoreland protection district mapping, as well as the day to day needs of the Department.

Secondary projects may include, but are not limited to, rezone mapping, planned unit development mapping, data collection and analysis, graphic design and layout, public participation, meeting facilitation, conflict resolution, and project management.

**NECESSARY REQUIREMENTS:** Minimum age 18. Individuals obtaining a graduate and/or an undergraduate degree in Planning, Soil Science, Geography, Natural Resources or other related fields will have priority consideration. Preferred skills, but not required are: enrolled in a graduate program, graphic design ability, meeting facilitation, and plan editing. A valid motor vehicle operator's license required.

**HIRING RATE:** \$10.15 per hour

**Application Deadline:** February 29, 2011

Applications and Information available from: Sauk County Personnel Office, 505 Broadway, Baraboo, WI 53913. (608) 355-3269. Additional information may be obtained at <http://www.co.sauk.wi.us>. Resumes may be submitted to [bclark@co.sauk.wi.us](mailto:bclark@co.sauk.wi.us)

E.O.E.