

CITY OF SHEBOYGAN

PLANNING INTERN

Code

Salary \$10.00 to \$15.00/ hour

Reports to: Development Manager

Department: Department of Planning & Development

Classification: Non-exempt

Division: Temporary, Part time

Date: April 2011

Approved:

General Purpose

This position is a temporary, part time, non-exempt position. The Planning Intern performs work of a general and specific nature related to urban planning, design, and regulatory activities. This work includes research, analysis and preparation of reports, studies, and similar documents for the City of Sheboygan.

The Planning Intern will perform other duties as assigned.

Works under the general supervision of the Development Manager.

The term of this position will not exceed one school year.

Essential Duties and Responsibilities

Performs a variety of responsible duties related to various planning design and regulatory issues including research, analysis and preparation of documents.

Minimum Qualifications

Education and Experience

Must be actively pursuing a degree in Urban Planning, Urban Studies, Public Administration or a similar course of study.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge and understanding of city government. Ability to read and write in English.
- (B) May require occasional evening work.
- (C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations and work under limited timelines.

Tools and Equipment Used

Telephone, computer including word processing, spreadsheet, project management software; copy machine; calculator; fax machine.

Physical Requirements

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference checks are required. Job related skills tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Please submit a resume and City of Sheboygan application to Sheboygan Human Resources, Attention: Tom Rice, 828 Center Avenue, Suite 204, Sheboygan, WI 53081