



Andrew T. Struck, Director
www.co.ozaukee.wi.us

PLANNING AND PARKS DEPARTMENT

Ozaukee County – Planning and Parks Department Planning Internship

Title: Planning Intern – Limited Term Employee (LTE) – Ozaukee County

Sponsoring Agency: Ozaukee County – Department of Planning and Parks

Position Summary: The Planning Intern provides technical support related to planning programs of the Ozaukee County – Planning and Parks Department. Employment will be for 599 hours with a pay range from \$7.50 - \$9.50/hour. Work hours per week can be flexible.

Duties/Responsibilities:

The Planning Intern will assist the Planning and Parks Specialist and Planning Director with most aspects related to planning within the Department including, but not limited to:

- 1) Assist with the development of local comprehensive plan documents as part of the Ozaukee County Multi-jurisdictional Comprehensive Planning Process. This will include development of text and revisions for local government comprehensive plan documents.
- 2) Assist with the development of public outreach, education and other informational items with regards to the Multi-jurisdictional Comprehensive Planning Process.
- 3) Assist with data gathering and compilation, Geographic Information Systems (GIS) and mapping, and data analysis.
- 4) Assist with communications (including recording meetings) of the Department to County Board, County Board committees, interest groups, partnering agencies, advisory committees and the public.
- 5) Review plan documents and provide written reports.
- 6) Assist with website development and maintenance for planning and comprehensive planning.
- 7) Assist the Planning and Parks Specialist and Planning Director with other planning activities including land division review, Park and Open Space planning, and other planning activities.
- 8) 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 (Bachelors or Masters) in planning, regional planning, urban planning, geographic information systems, natural resources, geography, or other related field. Experience (classroom or work) in GIS, GPS and/or website development desired. Excellent computer skills including experience with Microsoft Word, Excel, Access and Publisher. Working knowledge of methods and procedures needed to collect and analyze planning-related data. Must possess good writing, research, communication, and organizational skills. Experience with planning and land use law, land information, parcel data, map and aerial photo interpretation, and public land survey system (PLSS) 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. Possession of a valid Wisconsin driver's license preferred.

How to Apply:

Send of letter of interest and current resume 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.

Deadline: Applications (letter and resume) must be **postmarked by June 27, 2008**.

Comment: Successful candidate will get the opportunity to work with many partnering agencies and organizations including the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Wisconsin Department of Administration (WDOA), Wisconsin Department of Natural Resources (WDNR) and several non-governmental organizations.

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