



## Planning Intern

Department/Division:	Community Development
Reports To:	Planning Manager or assigned professional position
Provides Direction To:	Not applicable
Date Prepared:	July 5, 2022

### GENERAL PURPOSE

Under general supervision, performs entry level professional and technical planning and zoning work in support of the Planning Division and staff, and related projects; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Planning Intern is a part-time hourly/non-exempt position that performs varied para-professional and administrative functions as part of the learning experience in conjunction with educational coursework leading to an advanced degree related to Planning and Urban Development.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below 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 this position.*

1. Assists customers at the counter and on the phone with zoning related questions.
2. Helps Planners prepare agenda packets for various Boards, Planning Commission and City Council meetings and presentations.
3. Reviews staff level project documents to ensure that proposed actions comply with City requirements such as patios, pools, decks, and small room additions.
4. Assists staff in collecting and preparing data for various planning projects.
5. Interfaces with other departments and outside agencies in collecting and reporting information for surveys and reports.
6. Prepares maps, graphs, charts and other visual aids to illustrate planning studies.
7. Prepares Zoning Compliance Verification Letters.

8. Reviews and approves Tree Removal Permits given compliance with City standards.
9. Performs data entry, file archiving, and basic office support functions.
10. Utilizes office software for various technical planning projects and studies.
11. Completes field investigations and inspections and writes report findings.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

General principles and practices of planning and zoning; general functions, operations, and objectives of municipal government; research methods; correct English usage, spelling, grammar, and punctuation; filing and record keeping procedures.

### **Ability to:**

Conduct research and prepare a variety of statistical, administrative, or operational reports and summaries; establish and maintain cooperative working relationships with City staff and members of the community; communicate clearly and concisely, orally and in writing; organize tasks to meet deadlines; utilize word processing, spreadsheet, GIS, and records management software; operate standard office equipment and computer hardware.

### **Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to high school graduation and current enrollment in an academic program leading to the attainment of a Bachelor's degree or Master's degree in Urban Planning, Architecture, Public Policy, Geography, or a related field.

**Experience:** Prior planning intern work experience is desirable.

### **Licenses; Certificates; Special Requirements:**

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, finger dexterity is required to operate office equipment and to reach above and below shoulder level to access files and records. The employee is frequently required to sit in an office setting with occasional standing and walking to access work areas. When performing field work, frequent walking is required when canvassing residences and accessing field sites. The employee occasionally lifts and carries records and documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

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

The employee frequently works in a controlled office setting which is typically quiet. The employee occasionally works off-site to collect field data and attend meetings and is subject to variable weather conditions.