

**City of Hercules, California**  
**Planning Department**  
**Position Descriptions for Semester Internships**

**Position:**       **Planning Intern**

**Firm:**           City of Hercules California, Planning Department (<http://www.ci.hercules.ca.us/index.aspx>)

**Location:**      111 Civic Drive, Hercules, CA 94547

**Payment:**       Unpaid

**Start Date:**     On or after February 1, 2016

**Category:**      Planning Department (<http://www.ci.hercules.ca.us/index.aspx?page=195>)

**Contact:**       Holly Smyth, Planning Director, [hsmyth@ci.hercules.ca.us](mailto:hsmyth@ci.hercules.ca.us)

**Posted:**        January 14, 2016

**Position:**      The City of Hercules, California's Planning Department is seeking an unpaid intern to support the Planning Department's short- and long-term projects. The start date for the internship is on or after Monday, February 1, 2016, and the end date is on or after Friday, April 29, 2016. The person serving in the role of Planning Intern will be responsible for supporting the Planning Director with current planning and administrative duties, which may include planning permit projects; plan and design review; providing planning, zoning and subdivision information to the public; gathering planning data through field and library research; processing various permits and applications; preparing and posting public notices; and performing related duties as assigned. The intern serving in this role is expected to work an established schedule for approximately eight (8) to 20 hours per week.

About Hercules: Established as a dynamite factory town in the late 1880s and incorporated in 1900, the City of Hercules is located on the northeastern shore of San Pablo Bay, conveniently located along the I-80 corridor and within minutes of both San Francisco and Napa. The nearly 25,000 residents represent a diverse mix of many ethnic groups. Primarily a suburban, family-oriented community, the City has bold plans for a new town center, a lively new waterfront, and an exciting new train and ferry terminal.

The city's Planning Department provides information and advisory services to decision makers and the public regarding the growth and development of the community to ensure balanced and appropriate land use. The Planning Department processes current and long-range development applications in accordance with the City's adopted General Plan and zoning ordinance and provides staff support to the City Manager, City Council, Planning Commission, and Design Review Subcommittee.

In addition, the Planning Department responds to public inquiries regarding zoning, land use, use permits, and development standards. The Planning Department is also responsible for preservation and renovation of the City's historic structures.

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**Qualifications:** A student from a four-year college or university with a major in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or related field.

- Interest in the subject matter with a desire to learn more
- Strong research skills a plus
- Strong organizational skills a plus
- Excellent communicator, both written and verbal
- Microsoft Office (Word, Excel, PowerPoint) proficiency is highly desirable
- Ability to work independently and collaboratively
- Ability to prioritize work and meet deadlines
- Undergraduate senior or masters student preferred

**How to Apply:** Email your cover letter, resume, two-page writing sample, and three (3) references to Holly Smyth at [HSmyth@ci.hercules.ca.us](mailto:HSmyth@ci.hercules.ca.us), and copy SMatinpour@ci.hercules.ca.us. Include the following in the email subject line "APPLICANT FOR PLANNING INTERNSHIP".

Your cover letter should indicate, at a minimum, the following:

- Your major and, if applicable, minor degree
- Your skills and strengths including, but not limited to, computer skills, research capabilities, writing, organizational and other skills
- Your goals and expectations from the role / what you aim to accomplish, including whether you plan to earn college credit from the internship position
- Number of hours per week you expect to work and dates, and a projected start date

In addition to the submittal of the above information by email, mail a hardcopy to Attention: Holly Smyth, City of Hercules, CA, at 111 Civic Drive, Hercules, CA 94547.

**The deadline** for submitting the requisite information is **Friday, January 29, 2016**.

Candidates who are selected from the initial screening process will be required to complete the City's application form (that must be completed without referring the reviewer to any attachments or resumes), which must be hand-delivered or sent via U.S. mail to the attention of the City of Hercules Human Resources Department, 111 Civic Drive, Hercules, CA 94547. Faxed or emailed applications are not accepted.

Applicants considered for appointment will be subject to the fingerprinting process.

**Equal Opportunity Employer**

The City of Hercules complies with the letter and spirit of the Equal Employment Opportunity and Americans with Disabilities laws in its employment process. Please advise the Human Resources Department of any reasonable accommodation you need in order to participate in the City's application process.