



DEVELOPMENT SERVICES INTERN

**Planning Opportunity Available at
Beautiful Lake Tahoe!!**



**Gain valuable experience in a local government agency with the
City of South Lake Tahoe**

**See the attached position description for more information and
if you are interested contact:**

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**CITY OF SOUTH LAKE TAHOE
DEVELOPMENT SERVICES INTERN**

\$10.00 - \$15.00 Hourly

One regular full-time or part-time position is available, under the supervision of the Planning Manager, to perform a wide variety of planning and technical support for the Planning Division and Permit Center.

The Development Services Intern is responsible for a wide variety of entry level, current and long-range planning activities; assists in organizing, conducting and presenting planning research studies; provides administrative support work in the department in order to become familiar with the overall functions of the department; and performs other related duties as assigned.

Work is performed primarily in a standard office environment, with some travel to different sites; occasionally works in outside weather conditions. Primary functions require sufficient physical ability and mobility to work in an office setting.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides the public with information on zoning and current planning matters,
- Assists in the review of submitted applications for conformance with adopted City plans and codes,
- Provides support in conducting special studies and applying appropriate research methods for resolving various planning related problems,
- Provides day-to-day administrative and technical support to staff,
- Assists planning staff with customer service and answering telephone inquiries and questions from the general public, developers and contractors regarding planning, zoning and other City Code requirements,
- Inputs date entry of land and development information,
- Other duties as assigned.

QUALIFICATIONS

The following generally describes knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Office organization,
- Customer service techniques,
- Basic principles and practices of land use planning, and current planning research studies,
- Modern office procedures, methods and equipment, including computers.
- Computer applications such as word processing, spreadsheet, and database applications,
- Methods and techniques of proper phone etiquette.

Ability to:

- Know and understand all aspects of the job,
- Analyze work papers, reports, and special projects,
- Graphically represent data,
- Research, analyze, and interpret data.
- Perform administrative work, including maintenance of appropriate records and preparation of general reports,
- Deal successfully with the public, in person and over the telephone,
- Courteously respond to community issues, concerns, and needs,
- Operate a variety of office equipment, including a computer and related applicable software,
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines : *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training-

High School graduation or its equivalent is required.

Experience-

Currently enrolled or recent graduation from an accredited college or university with a degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or a related field is required.

License or Certificate-

Possession of a valid California or Nevada driver's license.