

Planning Intern (Summer 2017)

OPEN EXAMINATION: Open to all qualified individuals

SALARY RANGE: \$16.96 - \$19.64 Hourly Rate

APPLICATION DEADLINE: June 6, 2017

Nature of Position

Under direction, the Planning Intern provides assistance to planning staff with public assistance and information services, planning-related permit and application processing, research and investigation of current and advanced planning issues and performs other related work as required. This is a part time, temporary internship position for Summer 2017 with opportunity to extend appointment. The position will be a maximum 28 hour work week, with flexible work hours during regular City business hours (Monday through Thursday, 7:30am to 5:30pm). Attendance at public hearings after regular City business hours may be required.

Examples of Duties

1. Provides information, support and assistance regarding planning and zoning policies, procedures, and practices: provides support for Planning staff at the Permit Center public counter.
2. Conducts basic research and compiles, analyzes and evaluates information pertinent to planning studies or planning permit processing, such as demographic, economic, social, environmental, land use, and housing data.
3. Establishes and maintains accurate records and record keeping systems.

Employment Standards

Education

Equivalent to the completion of the twelfth grade and completion of at least two (2) years of college course work with emphasis in planning, public policy, architecture, environmental planning or related field.

Knowledge

Knowledge and coursework in basic municipal planning principles and practices. Strong knowledge in Geographic Information Systems strongly preferred but not required.

To apply:

Please send a cover letter, resume, and list of completed relevant coursework to:

David Sablan dsablan@alamedaca.gov