



JOB POSTING

June 12, 2009

Position: PLANNING DIVISION INTERN (VOLUNTEER POSITION)

DEFINITION

Under general supervision and direction of the City Planner and Development Director, performs a variety of responsible administrative, technical and analysis in the field of current and/or long range planning; to provide information and assistance to the public on matters related to planning, zoning and enforcement; and to provide practical support and assistance to the Planning Staff in general.

DISTINGUISHING CHARACTERISTICS

This is a volunteer position without compensation. Volunteer Planner positions at this level typically perform basic to modest duties under supervision and appropriate training, and are not expected to function at the same skill level of full-time paid staff – usually exercising duties with less independent discretion and judgment in matters related to work procedures, processes, and methods. Independent planning work of a Planning Intern is generally supervised, where such duties and work fit a structured pattern. Since most internships are used for professional advancement and a means to gain proficiency in the field, employees may have only limited or no related work experience.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as support staff for the Planning Division at a level commensurate to that of an Assistant Planner, but with less independent discretion and judgment to matters related to work procedures and methods.
- Assist in the review and analysis of development projects as deemed necessary, where on occasion report preparation may be appropriate.
- Coordinate with the Planning Staff in the preparation of updates to the City's Comprehensive General Plan. The duties herein may involve research, analysis, and evaluation of specific elements of the plan; under the guidance of one or several planners.
- Serve as administrative support by interacting with office personnel to ensure that any/all administered tasks are completed in a satisfactory manner.
- Assist in the preparation of staff reports.
- Assist with data collection activities and analysis in the office and/or field.
- Conduct research as needed to assist more senior staff members on projects.
- Performs other duties as assigned by the supervisor.
- Refer more technical questions or issues to appropriate City staff and ensure follow up to unanswered inquiries.
- Assist in a variety of department operations; perform special projects and assignments as requested.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles of planning and zoning, including but not limited to setbacks, bulk, building height, and placement.
- GIS based software, more particularly a strong familiarity of Arc View GIS 9.2.
- Basic plan examining skills including but not limited to: calculation of square footages, determination of scale, contours, and an ability to read standard plans.

Skill to:

- Operate a variety of office equipment including copiers, computers, and printers to enter and retrieve data and produce various documents and reports.
- Organize filing systems, prepare reports, answer basic planning and zoning questions via the telephone or directly at the permitting counter, and recover/keep records.
- Manage numerous tasks and assignments at a single time with some interruptions.

Ability to:

- Deal appropriately with people in situations that may, at times, become confrontational, stressful, and/or uncomfortable.
- Understand and correctly apply basic planning and zoning applications in accordance with the City's Municipal Code.
- Work efficiently in a high energy and active environment.
- Meet deadlines within the designated work period as allocated.
- Prepare work accurately with minimal supervision once adequately trained.
- Establish, maintain, and foster positive and harmonious relationships with co-workers and others that are contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, particularly to changing situations and needs.
- Work in a standard office environment.
- Travel to various sites and locations within the City of West Jordan and surrounding areas and the ability to attend occasional evening meetings.

MINIMUM QUALIFICATIONS:

Enrollment in a Bachelor's or Master's program with an emphasis on planning or planning/urban design, public administration, or other related field. Possession of, or ability to obtain, a valid driver's license.

TO APPLY:

Submit a City Volunteer Form and resume to the City of West Jordan Human Resources, 8000 S. Redwood Rd., West Jordan, UT 84088 or fax to 801-563-4747. This posting is open until filled.