

**Sauk County, Wisconsin  
Department of Conservation, Planning, and Zoning  
Summer Planning Position**

**TITLE:** Planning Intern (there are two intern positions for 2019)  
**DEPARTMENT:** Conservation, Planning, and Zoning / Parks  
**REPORTS TO:** Planning & Zoning Manager  
**PAY SCALE:** \$12.00/hr.

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### **POSITION SUMMARY (GENERAL)**

This position is a temporary, part time, non-exempt position. The Planning Intern provides assistance for planning activities on behalf of Sauk County. Performs duties related to: recreation and natural resource planning; short and long range planning; intergovernmental cooperation; special projects; related work as assigned.

### **INTERVIEW JOB PORTFOLIO**

**Applicants selected for an interview will be given an opportunity to present their job portfolio showcasing projects related to their field of study or course work and show how it relates to Sauk County's values.**

### **SAUK COUNTY VALUES**

- **Integrity:** Honesty, fairness, and transparency that engenders confidence and community trust.
- **Respect:** Tolerance, patience, and treating people fairly and with dignity.
- **Excellence:** Providing service that is mission driven, competent, accountable, and reflective of best practices while being good stewards of resources.
- **Collaboration:** Partnering with policy makers, departments, employees, and customers to attain organization goals.
- **Innovation:** Proactively planning for the future and supporting a culture that fosters new ideas and ways of providing services.

### **ANTICIPATED 2019 PROJECTS**

Working as a planning intern for Sauk County is about more than just being an intern; it is about being a valued member of the planning team. The primary focus of the 2019 intern positions will be planning for Sauk County's future outdoor recreation opportunities including:

- **Sauk County Outdoor Recreation Plan.** The planning interns will play a lead role as members of a dedicated and fun planning team consisting of staff from the Sauk County Conservation, Planning, and Zoning / Parks Department to develop the Sauk County Outdoor Recreation Plan. This plan will define future recreational uses on Sauk County owned properties, contemplate land acquisition for future parks, and evaluate the impact of available recreational opportunities on quality of life and economic development.
- **Great Sauk State Trail.** In just four years, Sauk County planned for and built the first 12 miles of the State of Wisconsin's newest state trail: the Great Sauk State Trail. We are not done and need to plan for the construction of the trail through Devil's Lake State Park, onward to the cities of Baraboo and Reedsburg, and over the Wisconsin River into Dane County. The interns will assist with planning future segments of the trail including designing a program for trail easement acquisition, developing a work plan, and working on a trail construction requests for proposals and grants.

## **ESSENTIAL FUNCTIONS (Illustrative only):**

- Assists in performing and coordinating the responsibilities of the Conservation, Planning, and Zoning Department.
  - Researches, evaluates cost effectiveness and makes recommendations or provides consultation on priorities for planning projects and other projects assigned to the Department;
  - Provides liaison support between the county and other units of government and the public;
  - Organizes, conducts, and attends meetings with government officials, public and private agencies, citizens groups and other groups as appropriate to discuss and explain plans.
- Provides assistance for short and long range planning programs.
  - Prepares work schedules for programs and projects;
  - Compiles and analyzes information and data on economic, social, and physical factors affecting land use and evaluates these for environmental impact and impact on present and future residential, commercial, industrial, agricultural, recreational, and community development;
  - Identifies problems and recommends resolutions;
  - Submits reports and recommendations to governmental bodies for policy determinations;
  - Performs reviews and revisions of established plans;
  - Ensures that meeting dates and locations are scheduled, agendas are prepared, properly noticed, and distributed for projects;
  - Provides meeting facilitation activities when necessary.
- Prepares written reports and makes oral presentations for appropriate committee or department review, revision, and policy determination.
  - Conducts research and analysis and compiles data of information related to special projects or studies;
  - Prepares short-range plans, studies, and reports on projects and recommends implementation methods to the appropriate department staff or committee.
  - Performs other duties as assigned.

## **REQUIRED QUALIFICATIONS**

- Must be enrolled in a 4-year college/university with three (3) or more years completed in Urban/Regional Planning or a closely related field. Graduate students pursuing a degree in Planning or Community Development preferred.

## **LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS**

- Must possess and maintain a valid driver's license and acceptable driving record.

## **DESIRED QUALIFICATIONS**

- Ability to accept challenges and assigned tasks and work independently to accomplish assigned tasks;
- Ability to adapt to changing circumstances and present information from varied perspectives;
- Ability to facilitate discussions at public meetings and attend meetings independently.

## **APPLICATION AND DEADLINE**

**To apply go to: [www.co.sauk.wi.us](http://www.co.sauk.wi.us) click on the jobs tab and choose Planning and Zoning Intern**  
Application deadline: February 17, 2019