



## **COMMUNITY DEVELOPMENT DEPARTMENT PLANNING INTERN**

### **POSITION SUMMARY**

This position assists with professional planning activities, evaluates current development proposals, and provides technical assistance to the Community Development Department.

### **INTERN JOB DUTIES AND RESPONSIBILITIES:**

- Conduct technical research, assess information and data, participate in special studies, and perform functional planning activities as required.
- Attend related Boards and Commission meetings and record-keeping for meetings as required.
- Collect, compile, and analyze data and factual materials to prepare studies regarding land use, zoning, and land development requests.
- Respond to citizen inquiries regarding subdivision and zoning regulations, demographics, and the Village's Comprehensive Plan.
- Review building permits and subdivision applications for conformance with Subdivision Regulations and Zoning Ordinances.
- Perform special assignments as requested, including researching and preparing reports and projects, developing and implementing programs, gathering and analyzing statistics, and presenting technical data to management, elected officials, and others.
- Assist with reviewing development proposals, including architectural/design review, compliance with Village codes and policy, rezoning applications, conditional use requests, and variances to Village standards, with follow-up monitoring to ensure compliance.
- Assist collecting, organizing, and analyzing data and statistics on various planning topics and formulate conclusions and recommendations.
- Assist drafting assigned sections of written reports and studies, including community plans.
- Assist preparing materials for meetings of the Plan Commission, Board of Appeals, and other committees. Attendance at or participation in these meetings may be necessary occasionally, as requested by the Community Development Director.
- Assist investigations of possible code violations, including those related to zoning, site development, landscaping, and signs; work with the Chief Building Inspector to ensure compliance with approved plans, permits, and ordinances.
- Prepare, maintain, and update files, databases, maps, and other records in support of Village planning activities.
- Assists in developing and maintaining a land use monitoring system with a computerized database, providing record keeping correlated with other municipal data.
- Other duties as assigned.

### **INTERN QUALIFICATIONS:**

- Undergraduate or graduate student in an accredited planning program.
- Active student or recent graduate student preferred.

## **REQUIRED SKILLS & ABILITIES:**

- Ability to read and understand site, landscaping, and building plans.
- Ability to understand and interpret zoning and subdivision ordinances, urban design guidelines, and applicable sections of the Municipal Code.
- Knowledge of development issues and concerns, neighborhoods, public participation techniques, and the development process.
- Knowledge of current office practices, procedures, and the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
- Skill in organizational and time management, able to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software, including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

## **HOURS OF WORK:**

During regular business hours, as scheduled between the hours of 8:00 a.m. and 5:00 p.m., the position offers flexible scheduling and averages 20 hours of work per week (not to exceed 1200 hours annually).

## **COMPENSATION:**

The wage for the Community Department – Planning Intern position is \$17.50 per hour.

## **TO APPLY:**

If you are interested in applying for this position, please send a cover letter and resume to Mary Cole, Human Resources Director, at [mcole@mtpleasantwi.gov](mailto:mcole@mtpleasantwi.gov).

The Village of Mt Pleasant is an Equal Opportunity Employer

**Posted Internally & Externally on Tuesday, April 23, 2024**