



## Job Posting – Planning Intern

**Closing Date:** Friday, September 23, 2016 at 5:00 pm

**Pay Rate:** \$10.00 per hour

### **INTERESTED CANDIDATES MUST COMPLETE AND SUBMIT A COTTONWOOD HEIGHTS APPLICATION ELECTRONICALLY BY THE LISTED DEADLINE**

Employment applications are available at [www.ch.utah.gov](http://www.ch.utah.gov). Applications must be submitted **ELECTRONICALLY** to Heather Sundquist at [employment@ch.utah.gov](mailto:employment@ch.utah.gov)

Cottonwood Heights is accepting applications for an experienced and responsible professional to become a Planning Intern in our Community and Economic Development Department.

The Cottonwood Heights' internship program is geared toward college students seeking to supplement their academic training, and expand their professional knowledge and skills in the community and economic development field. Under the supervision of the Community and Economic Development Director, performs entry level professional planning duties. The Planning 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.

The Planning Intern is a part-time, non-benefitted position in the Community and Economic Development Department. **Current or previous study in urban planning or related field is required.** Flexible schedule up to 20 hours per week.

Please direct questions to Heather Sundquist, HR Generalist at [hsundquist@ch.utah.gov](mailto:hsundquist@ch.utah.gov) or 801-944-7022.

**Pre-employment drug testing and background check required.**

### **Cottonwood Heights is an Equal Opportunity Employer**

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provision of services.

# Cottonwood Heights

## Planning Intern

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### **Definition:**

Under the supervision of the Planning Director, performs entry level professional planning duties. The Planning Intern is a part-time position in the Planning Department. In addition, the planning intern will assist the director with the City's sensitive lands ordinance revisions.

### **Supervision Exercised:**

None

### **Essential Duties and Responsibilities:**

- Respond to routine questions from the public, property owners and developers, including providing information on zoning, subdivisions, development standards and the General Plan.
- Prepare and present comprehensive, analytical, and statistical reports to the City Council, Planning Commission and Director of Community Development including drafting resolutions and ordinances
- Conduct field investigations of all areas of the City, including foothills, in conformance with provisions of the zoning ordinance and all applicable sections of the City Code.
- Prepare displays, charts, exhibits, and other graphic aids.
- Provide technical assistance to property owners and developers.
- Gather and analyze data and information and prepare reports relative to special studies relating to community development.
- Perform other duties as assigned.

### **Job Related Qualifications:**

#### **Knowledge of:**

- Basic principles, practices and trends in public planning;
- Zoning, planning and business laws and regulations.
- Graphic illustration and presentation.
- Principles, practices and techniques of public relations
- All MS Office applications; ESRI products desirable but not necessary.

#### **Ability to:**

- Prepare concise written and oral reports
- Interpret, explain and enforce zoning, as well as other ordinances for the public
- Prepare and maintain charts, maps, displays, exhibits and other graphic aids.
- Establish and maintain effective working relationships with other City employees, City officials, and the public
- Conduct field research in the City's foothills

#### **Education:**

Current enrollment as a student in an accredited college or university with major course work in Planning and Urban Development or a closely related field.

#### **License or Certificate**

Possession of a valid driver's license

**Working Conditions:** Generally comfortable working conditions. Majority of time sitting, but also requires occasional standing and light lifting (5-10 lbs). Position requires extensive use of the telephone and computer. Flexible work schedule with 20 hours a week.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

Approved/Revised Date: 9-13-2016	FLSA Status: non-exempt
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