



## Position Description

<b>Job Title</b>	Planning Intern
<b>Department</b>	Community and Economic Development
<b>Employment Status</b>	Part-Time
<b>Exempt/Non Exempt Status</b>	Non-Exempt

### Scope of Work

This position will be primarily responsible for assisting residents, businesses, and developers through site plan review, permit applications, and other zoning-related processes. After an initial training period, this individual will act as a point of contact for assigned applications and related inquiries. This position will also entail performing research and analysis of planning data and serving as a contributing team member on planning projects and administrative tasks as assigned, which may include zoning code updates, site plan reviews, permit application reviews, long-range comprehensive planning updates and amendments, and other neighborhood plans. This individual will work closely with the Community and Economic Development Specialist under the supervision of the Community & Economic Development Director.

### Supervision

<b>Received</b>	Community & Economic Development Director
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

#### Planning-related duties:

- Work with Community Development Specialist to answer public inquiries relating to planning procedures and functions such as site plan review, permit applications, and other zoning-related tasks.
- Work with Community Development Specialist and Community & Economic Development Director to review applications and assist residents, builders, and developers with completing necessary application paperwork.
- Clarify zoning code requirements and answer inquiries regarding zoning and zoning procedures.

- Assist in preparing staff reports for Plan Commission and City Council meetings for planning and zoning-related functions with recommendations, findings, and/or conditions of approval.
- Assist in preparing updates and amendments to the City's Comprehensive Plan, neighborhood plans, future land use map, and zoning map.
- Assist in drafting revisions to zoning, building, and subdivision ordinances.
- Work with Code Enforcement Officer regarding code enforcement issues.
- Maintain regular and predictable attendance.

### Other Job Functions

- Performs related duties as assigned.

### Requirements of Work

Currently enrolled in a bachelor's degree program in Planning or related field, or recent graduation from a similar program.

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Knowledge of the basic principles and practices of site development, urban planning, and community development</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Perform technical review of site plans</li> <li>• Communicate effectively, both orally and in writing, with personnel at various levels both within and outside the organization</li> <li>• Establish and maintain effective working relationships with City employees, other government agencies, and to deal with the public in a courteous and tactful manner</li> <li>• Operate computers and related software</li> <li>• Compile and analyze data and prepare reports</li> <li>• Maintain confidentiality of sensitive materials, records, and conversations</li> <li>• Possess and maintain a valid Wisconsin driver's license</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Self-motivated, energetic individual with excellent customer service skills</li> <li>• Verbal and written communication</li> <li>• Problem solving</li> </ul>

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

- The employee is occasionally required to climb, balance, bend, stoop, crouch, or kneel.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise, and disease.
- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.