



Position: Planning Intern
Department: Community Development

Union: Non-Union
FLSA Status: Non-exempt

Summary Description:

This is a temporary, part-time position that would expect the ideal candidate to work less than 28 hours per week, with flexibility to work within a student’s schedule. Typical work hours range from 8 am to 4 pm, Monday - Friday, with occasional night opportunities. This position is responsible for office and fieldwork associated with urban planning and zoning.

Supervision/Accountability

This position is directly accountable to the Senior Planner and Zoning Administrator/Planner; no supervisory duties.

Major Duties/Essential Functions:

An employee in this classification assists the Department of Community Development in the implementation of general planning projects. The work primarily involves:

- Conducting research and preparing reports related to planning, demographics, housing, economic indicators, land use, public facilities, and related.
- Preparing maps, charts, other related data utilizing GIS systems for analysis and report generation.
- Assisting in the review of zoning maps and development applications to determine compliance with existing codes and ordinances.
- Preparing draft correspondence for Plan Commission decisions, zoning cases, and related.
- Assisting with the inspection of specified physical conditions for zoning and land use compliance.
- Assisting in special projects, including zoning code updates, design guidelines, and public participation.
- Preparing files and assisting with maintaining department records for approved site, landscape, building plans and records.
- Assisting with the preparation of notices of public hearings.
- Attending occasional City committee meetings (e.g., Plan Commission, Parks and Recreation Commission, Common Council) to learn about the development/redevelopment process.
- Performing other duties as assigned.

Knowledge, Skill and Ability:

- Basic knowledge of the principles, techniques and objectives of urban planning.
- Ability to collect, analyze and interpret data.
- Ability to prepare clear and concise written and oral reports.
- Ability to quickly learn City codes and ordinances.
- Ability to keep accurate records.

- Ability to read and understand maps and plans.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to seek supervisory guidance, yet make individual decisions.

Education/Experience

Completion of introductory courses in Urban or Regional Planning or related fields such as, political science, public administration, geography, urban sociology or urban studies.

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 office settings. Some outdoor work is occasionally required in the inspection of various land use developments, construction sites, or public works facilities. A high degree of hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License/Certifications

Possession of a valid Wisconsin Division of Motor Vehicle operator’s license required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: 
Director of Community Development

Revision History:

July 18, 2023

April 1, 2020