



POSITION TITLE: Planning Intern
REPORTS TO: Community Development Director
DATE REVISED: v1

DEPARTMENT: Community Development
FLSA: Non-exempt
DATE ADOPTED BY THE VILLAGE BOARD: TBD

POSITION SUMMARY:

This is a temporary position performing a variety of tasks to assist the Community Development Department coordinate the enforcement of the newly created property addressing ordinance. The intern will be responsible for providing an inventory of properties within the Village that meet the new addressing standard as well as drafting communication with the properties that do not meet the standard.

ESSENTIAL JOB FUNCTIONS:

1. Perform field inspection and documentation of current property addressing standards
2. Develop non-compliance letters
3. Communicate with residents and property owners to encourage compliance with regulations
4. Assisting in preparing public participation/hearing materials
5. Database and map creation within ArcView GIS systems
6. Research and collect data for particular projects.
7. Provide customer service (telephone, emails, and “walk-ins”)
8. Perform other duties as assigned

NON-ESSENTIAL JOB FUNCTIONS

1. Attend Plan Commission meetings which occur in the evening

LEVEL OF SUPERVISION:

Works under the direction of the Community Development Director

KNOWLEDGE OF:

1. Accepted planning principles and practices
2. Land use law administration
3. Outreach education and citizen participation techniques
4. Resource inventory techniques
5. ArcView GIS system

ABILITY TO:

1. Communicate clearly and concisely in English, both orally and in writing.
2. Understand and follow oral and written instruction.
3. Ability to carry out assigned projects to their completion.
4. Ability to use various computer programs and software and learn new programs and software
5. Possess good organization skills
6. Ability to deal with stressful situations, including dealing with demanding, angry, upset or irate individuals by telephone or in person
7. Ability to maintain confidentiality
8. Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
9. Ability to work while unsupervised for long periods of time.

MINIMUM QUALIFICATIONS:

1. Current student or recent graduate in a university/college program in land use planning, public administration, geography, urban and regional studies, or closely related field.
2. Strong oral and written communication skills
3. Ability & current licensing to operate a motor vehicle
4. Access to reliable and operable motor vehicle to be used while performing inspections
5. Basic/intermediate ability to utilize:
 - a. ArcView GIS systems
 - b. MS Office suite including Word, Powerpoint & Excel

PHYSICAL DEMANDS

1. Majority of time is spent sitting, hearing, talking, reading, reasoning and using near vision while operating office computers and equipment that require fluid hand, finger and eye movement.
2. Also requires walking, doing low handling (40 inches or lower), standing stooping, kneeling and crouching, light lifting (20 lbs)
3. In unusual situations, bending, twisting, reaching and medium lifting (20 to 40 lbs), carrying, pulling and pushing required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Village will make every effort to make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Professional, Team oriented environment.
- Multi-functional office environment, serving the public
- Perform duties with a minimum of supervision
- Noise level in the work environment is typically low to moderate
- Indoor and outdoor environments.
- May be required to attend meetings outside “normal” working hours

The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee