



CITY OF CASA GRANDE
invites applications for the position
of:

**Planning and
Development Intern**

SALARY: \$15.00 Hourly / 20 Hours per Week

OPENING DATE: 02/07/22

CLOSING DATE: Open Until Filled

DESCRIPTION:

The Planning and Development Department plays a central role in the guiding of growth and redevelopment within the City of Casa Grande. The department consist of five (5) different work groups:

- Planning (Development Review, Historic Preservation and Long-Range)
- Building Permitting
- Engineering Permitting
- Code Enforcement
- Community Development

The department is seeking highly motivated recent planning graduates or planning graduate students to join our team as an intern. Under general supervision, the Planning and Development Intern will perform a variety of professional, technical, analytical and administrative work in providing staff support to the Planning Department as assigned. The position is designed to provide the intern with meaningful experience and on-the-job training of the day to day functions of a local government planning agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Intern will be trained to perform various aspects of development review which will provide practical career enhancement training including:

- Review of building permits for zoning compliance
- Review of planning applications
- Review of engineering applications
- Preparing of staff reports and applicant review letters
- Stakeholder processes
- Presentations before boards and commissions (i.e., Board of Adjustment, Planning Commission, and Historic Preservation Commission)

Intern will also assist with various research, mapping, analytical and writing tasks associated with a General Plan update process.

MINIMUM REQUIREMENTS:

Completion of a Bachelor's degree in planning or planning-related field, or current enrollment in a planning graduate program.

SUPPLEMENTAL INFORMATION:

- Basic knowledge of the principles and practices of local planning
- Basic knowledge of research and analysis, and report presentation

Skill in:

- Skill in reading and understanding city, state and federal rules and regulations
- Skill in customer service and problem resolution practices
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in operating a personal computer
- Understanding of the application of GIS tools to planning analysis
- Skill in conducting research, analyzing findings, writing clear and accurate reports, summaries, documents and correspondence
- Skill in preparing presentations, and speaking in public settings
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public

Ability to:

- Ability to work independently as well as within a group setting
- Ability to be receptive to constructive feedback and input

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casagrandeaz.gov>

Position #20-020
PLANNING AND DEVELOPMENT INTERN
AD

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