



## **CITY OF TEMPE INTERNSHIP PROGRAM**

### **Community Development Department: Planning Division**

#### **POSITION DESCRIPTION**

The City of Tempe Planning Division provides interns with the opportunity to gain valuable work experience within the professional public planning field. This is an unpaid internship with a time commitment of 12-15 hours per week for the duration of the school semester (Fall, Spring, and Summer).

#### **RESPONSIBILITIES**

Through this program an intern will learn and be responsible for completing in-depth analysis, aiding with research, assisting planning staff with day to day assignments, shadowing staff and attending meetings. Other responsibilities include but are not limited to the following:

- Conducting research and assisting planners with planning cases
- Creating, posting, and maintaining city signs for planning cases
- Other activities that assist with the day to day maintenance of the department

#### **QUALIFICATIONS**

The following skills, knowledge and/or abilities required by an intern include but are not limited to the following:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds.

**Education and Experience:** Must currently be enrolled in a college-level (undergraduates preferred) program of study in Urban Planning, Geography, Urban Studies, Public Administration, or any related field.

**Licenses/Certifications:** This position requires the possession of, or ability to obtain, a valid Arizona driver's license.

**Location:** 31 E. 5<sup>th</sup> St. Garden Level, Tempe, AZ 85281

**To Apply:** Send a resume and cover letter to Lily Drosos, Planner I- [Lily.Drosos@tempe.gov](mailto:Lily.Drosos@tempe.gov)



# City of Tempe Planning Division Internship Program

## Introduction:

The City of Tempe Internship Program is an extensive and interactive experience that exposes aspiring planners to the daily functions of a municipal planning office. The role of an intern is to not only learn and gain experience, but to also contribute to the operations and processes of the Planning Division at large. Interns will have opportunities to receive training from planners and real-world experiences by observing staff meetings and public hearings. The skills and experiences gained through this program will prove to be beneficial in finding a job in the planning field.

**\*The City of Tempe Planning Division has implemented all necessary protocols to reduce the risk to COVID-19 exposure including requiring masks in the office, required health screenings, working from home, virtual meetings, and social distancing at all times\***

## Scheduling:

### **Programs:**

<b>Spring Program</b>	<b>Summer Program</b>	<b>Fall Program</b>
January - April	May - August	August - December

### **Office Hours:**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8-5	8-5	8-5	8-5	8-5

Interns are expected to work a consistent schedule of 12-15 hours per week. Tuesday, Wednesday, and Friday are the optimal days to work. All staff meetings can be attended virtually via Microsoft Teams. Interns are required to attend (virtually) occasional public meetings that occur on weekday evenings.



## Core Responsibilities:

### **1. Post Public Hearing Notification Signs**

Projects scheduled for a public hearing are required to be advertised in the form of a sign posted on the site. Interns create the signs and physically post them on site when needed. Additionally, interns are to keep logs of when signs are posted and removed after the public hearings and meetings. These logs include photos of the signs on location as well as an inventory of materials. The sign posting process must be done correctly and in a timely manner to satisfy legal requirements of the Zoning Code.

### **2. Create aerial and location maps**

Interns are responsible for creating maps for projects that are going to public hearings and meetings. These maps must be made with consistency and quality to be presented to the public and decision-making body. It is the responsibility of the intern to know when maps are to be made and meet the deadline for completion. It is imperative that maps are created correctly and on time to assist planners with their reports and presentations at public hearings.

### **3. Conduct research on properties in Tempe for specific projects**

Interns will do research on the history of properties for purposes of zoning verification and background on projects. Research will be asked of interns from planners directly and will entail close coordination with planning staff. Interns will be expected to source information for these research requests from multiple places, including historical aerial photography, microfilm, and digital databases.

### **4. Perform various tasks that contribute to the operations of the office**

In addition, there are several tasks that are asked of interns. These tasks include but are not limited to side projects for planners, organizing and filing case folders, and field visits. Interns perform these tasks to help keep the office running smoothly and to assist planners with their workload. Interns will also have the opportunity to assist on projects that interest them with the planner's permission.



## Required Tasks:

### **1. Attend a public hearing or meeting**

There will be opportunities for interns to attend a public hearing in the form of the Development Review Commission, Board of Adjustment, Joint Review Commission, Historic Preservation Commission, and City Council. These hearings occur once or twice per month and interns are expected to attend one of each, if possible. A written report with a summary and details of the meeting will be submitted to a supervisor following the public hearing. All meetings can be accessed via Cisco Webex.

### **2. Attend Site Plan Review meetings and staff meetings of interest**

Site Plan Review meetings occur on Tuesday and Wednesday mornings. These meetings involve staff reviewing plans and collecting comments for projects that are submitted for review. Regular attendance to these meetings will be crucial for interns and is expected. There are other meetings that occur throughout the week that interns will attend to gain knowledge on planning processes. All meetings can be attended virtually via Microsoft Teams.

## Goals and Expectations:

### **1. Ability to read and interpret a site plan**

Reading a site plan is an essential skill for a planner. Throughout the internship there will be many opportunities to look at site plans, ask questions, and make comments. By the end of the program, interns will be able to read and make comments on any errors there may be on a site plan.

### **2. Understand planning entitlements and processes**

Interns will become familiar with planning entitlements and their respective processes. Each entitlement has a unique process with different requirements. These processes and requirements can include inter-departmental review, neighborhood meetings, public hearings, and appeals.

### **3. Have a basic understanding of the Zoning Code and General Plan**

The Zoning Code and General Plan are standard documents across municipalities that are used everyday by planners. Interns will understand the difference between the two documents and learn how they are used by planners. There will be opportunities for interns to use these documents



when reviewing site plans. By the end of the program, interns will be able to navigate through the zoning code and general plan to find specific items.

### Program Conclusion:

At the end of the internship program, an exit interview will take place to evaluate if the intern has met the goals and expectations of Planning Staff. The evaluation will be based on the following points:

- Performance of Core Responsibilities
- Completion of Required Tasks
- Met Goals and Expectations of the program
- Attitude and work ethic in the office