

## CITY OF MESA JOB DESCRIPTION

### **PLANNING INTERN** **Long Range Planning and Historic Preservation Assignment**

#### **POSITION DESCRIPTION**

A Planning Intern performs a variety of routine activities to assist the professional staff within the Planning Division and Development Services Department. Duties involve tasks that can be readily learned through on-the-job training, and which require some judgment in their execution. A Planning Intern may work independently on routine recurring assignments.

Responsibilities may include:

- Research in one or more areas of urban planning such as long-range planning, urban design, transportation planning, subdivision review, historic preservation, zoning administration or code requirements;
- Assisting with public meetings and/or outreach events. Duties may include: room set up; recordkeeping; public speaking, and interacting with the public;
- Document and graphic creation such as maps, agendas, power point presentations, reports, surveys, spreadsheets, posters, exhibits, architectural drawings, renderings, infographics, or other digital content.
- Assisting both walk in and phone in customers with questions regarding the City's Zoning, Historic Preservation, and Subdivision Ordinances and review processes.

**Distinguishing Features:** A Planning Intern works under the general direction of the Planning Director and is trained and supervised by a Senior Planner or Historic Preservation Advisor/Planner through observation, discussion, and review of work. A Planning Intern may also receive direction from the staff they're assisting.

#### **QUALIFICATIONS**

**Education and Experience:** Requires any combination of training, education, and experience equivalent to three years of college level study with a major in Urban Planning, Urban Geography, Historic Preservation, Public History, Architecture, Landscape Architecture, Public Administration, History, or a related field, and some (3 months – 6 months) experience in conducting research and analyzing problems and issues related to urban planning and land use controls. College level class activity and requirements can apply towards this required experience. Graduate-level education is highly desirable.

#### **ESSENTIAL FUNCTIONS**

**Communication:** Explains code requirements and City policy for the requested development use, as well as public hearing requirements and procedures. Produces professional quality reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar on a variety of Planning related topics. Explanations are clear and can be understood by laypeople.

**Manual/Physical:** Enters information into a personal computer (PC) and operates a variety of standard office equipment (computer, printer, plotter, copy machine, FAX machine, calculator). Learns job-related material primarily through verbal instruction and observation of other Planners interacting with clients. Discerns the compatibility of colors, textures, and proposed building materials in order to assist in the review of land use applications.

**Mental:** Learns job-related material, primarily through verbal instruction and observation in an on-the-job training setting, regarding written City ordinances and staff reports.

**Knowledge and Abilities:**

Knowledge of: Theories, principles, and practices related to urban planning, development, and/or historic preservation. Historic Preservation assignment- knowledge of: architectural types and styles; Mesa and Arizona history; and U.S. Secretary of Interior's Standards for the Treatment of Historic Properties preferred.

Research methods: PC software applications, particularly word processing, spreadsheet and database management.

Ability to: Establish and maintain effective working relationships with coworkers, management, outside agencies and the public. Communicate appropriately with a demanding and diverse public. Understand and follow verbal and written instructions from a variety of staff. Readily learn assigned tasks.

**Application:** Interested students should send their resumes and cover letters to Michelle Dahlke (Michelle.Dahlke@MesaAZ.gov) for the Historic Preservation assignment and Jeff Robbins (Jeffrey.Robbins@MesaAZ.gov) for the Long Range assignment.