

**Transportation Planning  
City of Scottsdale Transportation Department  
Spring 2022**

**Internship Objectives**

- Provide work experiences related to transportation planning to ensure that Scottsdale neighborhoods/businesses/visitors are provided an accessible, environmentally sensitive, safe and efficient transportation system
- Exposure to multiple aspects of transportation planning and city government
- Increase working knowledge of GIS desktop applications

**Description of Internship**

Compensation

The internship is an **unpaid** position. Students will be **required** to earn academic credit.

Duration/Schedule

- Length of Internship – Spring 2022 semester (January 2022 – April 2022) or when credit hours have been met. Internship equates to 140 hours for 3 credits
- Office hours and work Schedule – Office policy sets business hours of 8:00 a.m. to 5:00 p.m. Monday – Friday, excluding holidays
- Schedules will be determined based upon student availability and project assignments

Requirements/Qualifications

- Enrolled in a minimum of a Bachelor's degree level program with an emphasis in planning or a closely related field.
- Provide the city of Scottsdale the necessary documentation to qualify for the internship
- The ability to stay outdoors for long periods of time
- The ability to walk/hike long distances
- Have basic level skills in ArcGIS 10.6.1 or ArcGIS Pro 2.8.3 desktop applications
- Effectively communicate verbally with co-workers and others one-on-one and in-group settings
- Ability to conduct field investigations and collect data
- Must have a valid driver license
- Establish and maintain effective working relationships with co-workers, supervisor and the general public

**Work Plan**

A work plan will be developed within the first week of the internship. The work plan will define tasks and time frames for the intern's assignments and define a schedule for other work items and training activities. Assignments will be determined by the senior staff member assigned to manage the intern. Potential assignments are listed below.

- Collection of field data for the non-paved trail system inventory is the priority
- Conduct data collection for the city's EcoCounter (bicycle/pedestrian counts) Program
- Creation and maintenance of GIS databases
- Attend internal planning meetings and potentially participate in open house or public meetings

**Please submit cover letter and resume via email to:**

Greg Davies, AICP

Senior Transportation Planner

City of Scottsdale, Arizona

[gdavies@scottsdaleaz.gov](mailto:gdavies@scottsdaleaz.gov)

Questions regarding this internship please contact Greg Davies at 480.312.7829 or by email.