

City of Glendale Planning Division Internship

The City of Glendale, Arizona announces an internship opportunity, to begin the second to third week of January 2019.

Nature of Work: The Glendale Planning Division is an 11-member team that provides current/short range and long-range planning services, GIS and mapping, and land use regulation. The internship includes an immersion in the daily workings of a fast-paced municipal Planning Division. Working closely with Planning Staff, the intern will assist with development case review and processing, mapping and GIS efforts, and Division administrative responsibilities.

Learning Objectives: Specific experience with review of simple and complex development proposals, zoning regulation review, administration of planning functions, development of interpersonal communication skills, and team building opportunities will be included.

Qualifications: General background in the concept of municipal land use regulation (zoning) and planning concepts as may be applied in Arizona cities and the ability to work individually and in small groups. Ability to use MS Office products including Outlook, Word and Excel are important. Applicants with GIS/mapping and graphics skills may be given additional opportunities to assist with Division mapping needs.

Compensation: Volunteer position only. Student can earn **3 to 6 hours of internship credit** (GCU, GIS, GPH or PUP 484), based on total hours worked. See <http://sgsup/interncredit> for full credit requirements.

Time Requirement: Student works 135 hours to earn 3 credits, 180 hours to earn 4 credits, etc, adding 45 hours for each additional credit.

Work schedule: Work should be done on a weekly schedule, within the hours of 8:00 am - 4:30 pm, Monday through Friday.

Location: Work will be completed at the Glendale City Hall, 5850 W Glendale Ave., Glendale, AZ 85301

More Information: Contact David Williams, AICP, Planning Administrator with questions for more information at 623-930-2585, dwilliams1@glendaleaz.com

To Apply: Send a resume and the name of one reference who can comment on your abilities for this internship to: Samantha Cope, Glendale Planning Division, scope@glendaleaz.com (623-930-2831)

Deadlines: Apply for internship by **Wednesday, December 19, 2018**. Interviews will be conducted between December 26 and January 3.