

**QUEEN CREEK, AZ  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PLANNING INTERN**

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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Assist customers at the front counter and over the phone with technical questions relating to planning and zoning issues; participate in meetings with applicants, residents, property owners, developers, Town staff, elected and appointed officials, civic groups as needed.
2. Assemble and distribute case submittals for review by the Technical Review Committee.
3. Research and survey Zoning Ordinance and other code amendments necessary for updates and revisions; research and compile information and write staff reports and memos for cases and other assigned work; creates and updates various maps and graphic materials; prepares zoning maps, annexation maps, displays, reports, and related materials utilizing computerized geographical information system along with GIS and other programs.
4. Assist in writing reports and preparing visual presentations to be presented at the Planning Commission, Town Council, and other committees.
5. Review Planning applications, including cases such as Site Plans, Rezoning requests, and Preliminary Plats for conformance with the Town Zoning Ordinance, Design Standards, and site specific standards, with the guidance and support of the Planning Staff and Planning Administrator.
6. Review Building Permits, including permit such as new single family permits, permits for accessory structures, and fence permits for conformance with the Town Zoning Ordinance, Design Standards, and site specific standards, with the guidance and support of the Planning Staff and Planning Administrator.
7. Assist in meeting scheduling and management.
8. Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class typically require):

Currently obtaining Bachelor's degree or Master's degree in Urban Planning, Landscape Architecture, Geography, or a related field.

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**Knowledge** (position requirements at entry):

Knowledge of:

- Knowledge of the principles and practices of urban planning;
- Knowledge of community development related issues and concerns;
- Knowledge of the principles and practices of zoning;
- Knowledge of long-range urban planning principles and practices;
- Knowledge of Town policies and procedures related to land use and development

**Skills** (position requirements at entry):

Skill in:

- Skill in planning related computer applications and software;
- Skill in interpreting City planning and zoning related ordinances and policies;
- Skill in the research, analysis and development of plans and the preparation of technical reports;
- Skill in preparing technical reports and making presentations;
- Skill in both verbal and written communication;
- Skill in establishing and maintaining effective working relationships.

**Compensation:** \$15 - \$20 per hour.

**Time Requirement:** Maximum 40 hours per week. Minimum 10 hours per week.

Work shall be conducted during normal business hours of 7:00AM – 6:00PM Monday through Thursday.

**Location:** 22358 S. Ellsworth Road, Queen Creek, AZ 85201

**Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to: hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment).

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**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**TO APPLY:**

Please provide the following:

- Resume
- A summary of coursework
- A summary of availability
- Two letters of support from professors

Please send your application to [sarah.clark@queencreek.org](mailto:sarah.clark@queencreek.org)