

**Transportation Planning
City of Scottsdale Transportation Department
Fall 2019**

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 – Fall 2019 semester or when credit hours have been met. Intern should work 140 hours; and can earn 3 credits in a planning internship course
- 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 and have completed at least two years of college level study
- Provide the city of Scottsdale the necessary documentation to qualify for the internship
- Have basic level skills in ArcGIS 10.6.1 desktop application
- Ability to write, edit and conduct research
- Effectively communicate verbally with co-workers and others one-on-one and in-group settings
- Establish and maintain effective working relationships with co-workers, supervisor and the general public
- Ability to conduct field investigations and collect data
- Must have a valid driver license

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.

- Creation and maintenance of GIS databases
- Conduct asset inventories
- Create GIS maps to demonstrate to staff or the public current or proposed conditions
- Perform field visits to collect spatial data
- 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

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