



CITY OF TEMPE INTERNSHIP PROGRAM

Community Development Department: Planning Division

Planning Intern Spring 2019

POSITION DESCRIPTION

The City of Tempe Planning Division provides interns with the opportunity to gain valuable work experience within the professional public planning field. This is an unpaid internship with a time commitment of 15-20 hours per week for the duration of a 16-week semester, a longer commitment is welcomed and encouraged. An intern working with the City of Tempe will perform a variety of activities to gain first hand, in-depth experience in the planning and zoning entitlement processes, data collection and analysis, and the general structure of local government.

RESPONSIBILITIES

Through this program an intern will learn and be responsible for generating reports, completing in-depth analysis, aiding with research, assisting planning staff with day to day assignments, shadowing staff and attending meetings. Other responsibilities include but are not limited to the following:

- Generating maps for planners, specific projects, and public hearings;
- Aiding in the Preliminary Site Plan Review process by attending and assisting in meetings, scanning and organizing plans, and assisting planners on SPR projects as needed;
- Assisting with file maintenance, organization and data in-put;
- Basic research for planners, cases, projects, and long range statistical tracking;
- Generating, positing, and maintaining city signs for planning cases;
- Recording PADs, PLATs, and Waivers with the County and the City;
- Other activities that assist with the day to day maintenance of the department.

QUALIFICATIONS

The following skills, knowledge and/or abilities required by an intern include but are not limited to the following:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds.

Education and Experience: Must currently be enrolled in a college-level program of study in Urban Planning, Geography, Urban Studies, Public Administration, or any related field.

Licenses/Certifications: This position requires the possession of, or ability to obtain, a valid Arizona driver's license.

Time Commitment: The expectation is 15-20 hours per week for the duration of a 16-week semester, a longer commitment is welcomed and encouraged. Work may be completed Monday-Friday from 8am-5pm. Opportunities for public outreach activities may take place outside of normal working hours.

Location: 31 E. 5th St. Garden Level, Tempe, AZ 85281

To Apply: Send a resume and cover letter to blake_schimke2@tempe.gov.