

PLANNING INTERN

DEFINITION

Under immediate supervision of the planner, supports the functions of the planning staff while gaining knowledge of basic planning functions; and performs other duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

CHARACTERISTICS

Planning Intern - This is the entry-level position in the Planning Division. Strong written and oral communication skills are important as this position works closely with the public and with essential internal personnel. Strong research and analytical skills will be needed. Must be a motivated self-starter and able to work independently on varying planning projects.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Provide support to the City of Ridgecrest Planner and assist staff in collection and preparing data for various planning projects.

Will be responsible for managing a full meeting calendar, creating and mailing committee-meeting packages.

Will conduct fieldwork, collect data and research on parcel and land records.

Will need to prepare maps, sketches and renderings of reports of limited or variable complexity.

Will assist the Planner at community meetings.

Needs to have basic computer skills for Microsoft Suite, file management and customer service applications.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Assist the Public at the Planning and Building Counter.

Perform related duties as assigned.

Most planning interns require interest in the planning profession engineering, public administration or architecture.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Equivalent to the completion of the twelfth grade.

Knowledge, Skills and Abilities:

Standard office practices and procedures, including filing and records management; the function and use of standard office equipment; computers and computer applications including spreadsheets, databases, and word processing; business English, including spelling, grammar and punctuation; business arithmetic; skilled in preparing clear, concise and effective written materials; maintaining accurate records and files; establishing and maintaining effective working relationships with those contacted in the course of the work; making arithmetical calculations quickly and accurately.

Ability to type at a speed necessary for successful job performance; sort and verify statistical and other data; make mathematical computations; file and maintain office records; deal tactfully and courteously with the public; understand and carry out oral and written directions

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

Grade 103