City of Chandler's Planning Division seeks a senior year undergraduate student or graduate student interested in working part-time with a small team of professional Planners. This is an unpaid internship, but offers an excellent opportunity to build planning experience and earn academic credit. Interns typically work 15-20 hours per week or more if desired. Intern should be able to commit to working approximately four months.

Interns work with Planning Division staff to attain first hand public/local government planning experience and assist in various tasks and such as but not limited to researching zoning case files, typing reports, entering information in databases; administrative tasks such as filing, copying, printing; attend meetings with staff and development clientele; learn about Planning and Development processes; attend City hearing/committee meetings, and more as listed below. Interns may communicate and collaborate with various City Departments, Divisions, and Staff beyond the Planning Division.

**INTERNSHIP RESPONSIBILITIES**

- Assist with creating property ownership mailing labels
- Assist with preparing packets for hearing boards
- Assist with setting up for public hearings
- Assist with zoning verification letters
- Attend meetings with Planners; development clientele meetings, City staff meetings
- Creating GIS or other maps, GIS Map updates
- Data entry – new and existing databases
- Delivering documents to other City staff
- Direct customer contact in person, telephone, and/or email
- Filing paperwork
- Learn about site plan design, building design, zoning codes, and the like
- Organizing files
- Preparing public hearing signs
- Research for special assignments
- Research websites for property ownership, parcel numbers, corporations, zoning in other jurisdictions, businesses, images
- Researching zoning case history
- Scanning documents
- Website updates
- Work with customers responding to zoning and land use inquiries

**DESIRED SKILLS**

Self-motivated, communicative, detail-oriented, thorough, research and analysis, interpretation, database management in Excel and Word, grammar and writing, organization, and customer service in person and on telephone. Experience with GIS web editing and graphic design is helpful. Knowledge of zoning code, zoning districts, land use
regulations, measuring and reading dimensions on plans, hearing boards, building architecture, and site design is helpful. City of Chandler's values include Trustworthy, Commitment, Innovative, Teamwork, Personal Responsibility, Respect, Communication, Integrity, and Diversity. The office environment necessitates having professional behavior and appearance.

For more information, please contact Jodie by emailing a professional Cover Letter and Resume highlighting your current planning experience, classes, projects, and your desire to work in a local city government Planning office.

Jodie Novak - MEP, CPM
Senior Planner
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