CITY OF MESA JOB DESCRIPTION

PLANNING INTERN

POSITION DESCRIPTION

A Planning Intern performs a variety of routine activities to assist the professional staff within the Planning Division including the Planners and Planning Assistants. Duties involve tasks that can be readily learned by on-the-job training, and which require some judgment in their execution. A Planning Intern may work independently on routine recurring assignments. Responsibilities may include: research in one or more of the functional areas of Subdivision Review, Current Planning, Zoning Administration, Design Review, or Long Range Planning; assisting in the preparation of cases for Presubmittal Conferences; assisting in the facilitating of staff meetings including recordkeeping and assembling information packets; and providing information and some explanation to both walk in and phone in customers about the City’s ordinances (Zoning, Sign, Manufactured Home/Recreational Vehicle, and Subdivision) and review processes.

Distinguishing Features: A Planning Intern works under the general direction of the Planning Director and is trained and supervised by a Planner II or Senior Planner through observation, discussion, and review of work. A Planning Intern may also receive direction from the staff they’re assisting.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and experience equivalent to three years of college level study with a major in Urban Planning, Urban Geography, Architecture, Landscape Architecture, Public Administration, or a related field, and some (3 months – 6 months) experience in conducting research and analyzing problems and issues related to City planning and land use controls. College level class activity and requirements can apply towards this required experience. GIS experience is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Explains code requirements and City policy for the requested development use, as well as public hearing requirements and procedures. Produces professional quality reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar on a variety of Planning related topics. Explanations are clear and can be understood by laypeople.

Manual/Physical: Enters information into a personal computer (PC) and operates a variety of standard office equipment (printer, plotter, copy machine, FAX machine, calculator). Learns job-related material primarily through verbal instruction and observation of other Planners interacting with clients. Discerns the compatibility of colors, textures, and proposed building materials in order to assist in the processing of proposals for subdivision and design review.

Mental: Learns job-related material, primarily through verbal instruction and observation in an on-the-job training setting, regarding written City ordinances and staff reports.
Knowledge and Abilities:

Knowledge of:

theories, principles, and practices related to land use planning and development
Research methods
PC software applications, particularly word processing, spreadsheet and database mgmt

Ability to:

Establish and maintain effective working relationships with coworkers, management, outside agencies and the public
Communicate appropriately with a demanding and diverse public
Understand and follow verbal and written instructions from a variety of staff
Readily learn assigned tasks