

Established:	6/10/08
Resolution:	CC08-0214
Spec Adopted:	8/1/08
CS Status:	Unclassified
Unit:	Not applicable
FLSA Status:	Non-Exempt

PLANNING INTERN
(Part-time)

DEFINITION

Under direction, provides basic technical and administrative assistance to City staff as part of the City of Stockton’s Internship Program (COSIP). Assignments involve providing assistance to professional staff, in the areas of research, data collection and preparation of reports in order to provide hands-on experience related to academic field of study. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform the more routine technical planning and municipal planning duties while learning City policies and procedures. As experience is gained, assignments become more diversified and are performed under more general supervision. Students accepted into COSIP must meet the requirements and comply with the conditions set forth in the related Internship Agreement and Memorandum of Understanding. Upon completion of graduation requirements with a minimum 3.0 Grade Point Average (GPA), completion of one year or more of continuous service, and successfully passing an examination, interns in this program will have an opportunity to compete for regular, full-time employment related to their field of academic study. Internship positions will end 120 days after completion of graduation requirements.

PRINCIPAL DUTIES (Illustrative only)

1. Receives and processes applications for rezoning, general and specific plan amendments, use permits, environmental clearances, variances and related zoning items.
2. Monitors status of development applications from acceptance to issuance of final permit and may conduct periodic reviews of conditional permits.
3. Assists in research for reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment and community service needs.
4. Uses computers and software programs for various technical planning projects and studies.
5. Provides information and assistance to developers, property owners and the general public regarding laws, policies, regulations related to the submission of plans, processing of applications and implementation requirements.
6. Assists in compiling, and analyzing data relating to environmental conditions for statistical reporting.
7. Prepares a variety of written communications, including analytical reports, correspondence and drafts of revision to local ordinances, policies and procedures.
8. Assists in preparation of graphic presentations and/or material for presentation to the City Council, boards and commissions and community groups.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment or accepted for enrollment as a degree seeking student in an accredited higher education institution with major coursework in city, regional or urban planning or a closely related field. Students must be in good academic standing with the educational institute and enrolled in a minimum of six (6) semester or nine (9) quarter units with a minimum 3.0 GPA.

Other Requirements:

- Students must maintain a minimum 3.0 GPA for continued employment.
- Internships are valid for one (1) academic year and must be renewed each year.
- Students must meet COSIP requirements to be eligible for regular, full-time employment after graduation.
- Specified positions may require a California Class C driver's license.

Knowledge of:

- Objectives, principles, procedures, standards, practices, information sources and trends of municipal urban planning;
- Implementation of zoning and other municipal ordinances;
- Application of land use, physical design, economic, environmental and/or social concepts to the planning process;
- Housing trends, market analysis techniques, programs and financing mechanisms for low- and moderate-income families;
- Statistical analyses and mathematical concepts related to the planning process;
- Terminology, symbols, methods, techniques and instruments used in planning and map drafting;
- Local government organization and the functions and practices of a municipal planning unit.

Skill in:

- Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process;
- Interpreting maps, site and building plans and specifications, graphs and statistical data;
- Researching, analyzing and summarizing planning data, both manually and with computer applications;
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

APPROVED:

Original signed by

DIANNA R. GARCIA
DIRECTOR OF HUMAN RESOURCES

DATE: August 1, 2008