



PLANNING INTERN

- CITY OF LOVELAND -



INVITE: Providing general planning assistance to the Current Planning Division by supporting planning staff with professional and technical urban planning work. This position is a planning intern level classification, which incorporates work assignments requiring the application of fundamental planning principles.



EDUCATE: Preparing maps and conducting special projects as assigned. Responding to customer inquiries and requests for planning and zoning information. Assisting with field inspections. Participating on inter-department project teams. Conducting research on planning related issues. Preparing reports and making presentations to various staff committees and citizen groups.



EXPERIENCE: The Current Planning Division is committed to providing a meaningful work experience that will be valuable in helping the selected candidate advance in their career opportunities. Participation in a collaborative learning environment that deals with all aspects of development review.



CONTACT: For questions relating to this internship, please contact:
Robert Paulsen, AICP | Current Planning Manager
970.962.2523 | Robert.Paulsen@cityofloveland.org

For more information and to apply, visit our website at:
www.CityofLoveland.org/CurrentPlanning

The Details

Salary Range (DOE): \$11.00-\$17.80 Job: Intern I/II (Urban Planning)

The internship will be paid and will run for 6 months with a possible 6-month extension. **The deadline for applications is December 2, 2016 at 4:30 pm Mountain Time.** The position will be up to 20 hours per week. A flexible work schedule is available. Job duties will be focused on current planning functions and will be tailored to the interests and abilities of the selected candidate.



Job Title: HR: Intern I/II (Urban Planning)

Closing Date/Time: Fri. 12/02/16 4:30 PM Mountain Time

Salary Range: \$11.00 - \$17.80 Hourly

Job Type: Temporary

Location: Development Services 410 E. Fifth Street, Loveland, Colorado

[Print Job Information](#) | [Apply](#)

General Purpose	Benefits	Supplemental Questions
<p><i>The City of Loveland's Current Planning Division is looking to hire a part-time urban planning intern. The internship will be paid and will run for 6 months with a possible 6-month extension. The deadline for applications is December 2, 2016 at 4:30 pm Mountain Time. The position will be up to 20 hours per week. A flexible work schedule is available. Job duties will be focused on current planning functions and will be tailored to the interests and abilities of the selected candidate. The Current Planning Division is committed to providing a meaningful work experience that will be valuable in helping the selected candidate advance in their career opportunities.</i></p> <p>Provides general planning assistance to the Current Planning Division by supporting planning staff with professional and technical urban planning work. This position is an intern level classification in the professional planner series. Work assignments require the application of fundamental planning principles. Works under the supervision of the Principle Planner.</p>		
<p>Our Position:</p>		
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Preparing maps and conducting special projects as assigned. • Responding to customer inquiries and requests for planning and zoning information. • Assisting with field inspections. • Participating on inter-department project teams. • Conducting research on planning related issues. • Preparing reports and making presentations to various staff committees and citizen groups. 		

Our Candidate:

Knowledge, skills and abilities:

- Understanding of the principles of urban planning, zoning and development.
- A basic understanding of laws underlying land development, zoning, subdivision, and annexation.
- Knowledge of current literature, information sources, and research techniques in the field of urban planning.
- Ability to speak and write clearly, concisely, and effectively.
- Capacity to establish and maintain effective working relationships with fellow employees, developers, consultants, City officials, and the general public.
- Familiar with graphic software needed to develop maps and related graphic information.

Education and/or experience:

Must have at least 2 years of credits from an accredited college or university, including significant course work in urban planning. A Master's degree candidate in community or regional planning preferred.

Licensure and/or certifications:

Must possess a valid driver's license.

Working Environment and Required Background Checks:

Work will be performed in an office environment with some field inspection work and meetings in locations other than City offices. Field inspections often require traversing undeveloped sites containing significant slopes and undulating terrain. Remains in sitting position at office desk for extended periods of time. Busy office activity with frequent interruptions and inflexible deadlines.

Material and equipment directly used:

Personnel computers, printers, telephone, fax machine, photocopier, 35mm camera, and other office equipment

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

A driving record and criminal history background check will be obtained pre-employment.