## CITY OF BUCKEYE

**invites applications for the position of:**

**Planning Intern**

**SALARY:** $15.00 Hourly

**DEPARTMENT:** Development Services

**OPENING DATE:** 01/31/22

**CLOSING DATE:** Continuous

# POSITION SCOPE:

## RECRUITMENT IS OPEN UNTIL FILLED WE ARE HIRING TWO (2) PLANNING INTERNS;

**PART TIME, NON-BENEFITED POSITION UP TO 19.5 HOURS PER WEEK**

Under direct supervision, perform entry-level, professional planning work of current and long- range planning development projects. This position will require collaboration, extensive research, and offer real-world examples of public sector urban planning. Career knowledge will be shared and demonstrated and candidates will be expected to be engaged, active participants in discussions, and plan to present research findings. This position may qualify as college credit for some degree programs; credit opportunities must be coordinated through educational institution as appropriate. This is a part time, non-benefited position up to 19.5 hours per week.

# PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties* ***ARE NOT*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Provide research, technical assistance, organization, and professional writing support for various special projects (e.g. Code Updates, Major General Plan Amendment, Design Guidelines)

Assist Planners in the evaluation of project designs, plans, and technical documents Answer basic questions regarding general plan and development code requirements Conduct basic office functions, as needed, such as data entry, file management, and customer service

Prepare maps, graphics, and planning reports

Conduct field work, collect parcel data and search land records

Assist in facilitation of public meetings and outreach events associated with current and long range planning projects

Present report findings at public and community meetings Perform other duties as assigned or required

# MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

## Education and Experience:

Currently attending or recently graduated with a Bachelor’s or Master’s degree in Planning, Architecture, Landscape Architecture, or directly related field. Candidates nearing program completion towards graduation are preferred.

## Necessary Knowledge, Skills and Abilities:

Basic understanding of planning principles

Competency in various computer software programs, such as Microsoft Office, GIS, Adobe Illustrator and Photoshop, and AutoCAD

Strong written and oral communication skills Strong research and analytical skills

Motivated self-starter able to work independently Ability to work effectively in a team environment Flexibility to work on varying planning projects

# ADDITIONAL INFORMATION:

**Special Requirements:** Possession of a valid Arizona Driver’s License; specific technical training and certifications may be required

**Physical Demands/Work Environment:** Standard office environment

**Position Reports To:** Senior Planner

## Supervision Exercised: None

**FLSA Status:** Non-Exempt

APPLICATIONS MAY BE FILED ONLINE AT:

 [http://www.buckeyeaz.gov](http://www.buckeyeaz.gov/)

530 E. Monroe Avenue Buckeye, AZ 85326

623-349-6250

Position #00882 PLANNING INTERN

AE

 hr@buckeyeaz.gov