



Planning Intern

Community & Economic Dev

SALARY: \$17.78 - \$25.83 Hourly

CLASSIFICATION: Unclassified

STATUS: PT Temporary

FLSA: Non-exempt position, eligible for overtime compensation.

OPENING DATE: 12/09/22

CLOSING DATE: Continuous

INTRODUCTION:

Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Check out more [about Scottsdale](#).

About the Position

Provides professional level staff assistance in the areas of research and analysis, customer service, plan review, policy implementation, community engagement and graphics preparation for a variety of planning responsibilities, initiatives, or specialized projects in support of the objectives of the Planning Department.

This intern position will conduct field investigations and collect data in support of City planning projects, perform front line service via the service counter, provide advice and technical assistance to community agencies engaged in site planning, provide support for presentations made to government officials and citizens on City planning programs.

Please note:

- There are two positions available.
- Part-time positions have limited benefits, as required by law.
- Part-time positions are unclassified, meaning they are at-will and serve at the discretion of the City.
- These positions are funded through the end of fiscal year 2022/2023 (June 30, 2023)
- The intent of these positions is to work on site 16 to 24 hours per week, two to three days per week, during normal business hours, Monday through Friday.
- Interviews may be scheduled periodically throughout the duration of this continuously posted recruitment until both vacancies have been filled.

Selection Process:

The application and supplemental questions are an integral part of the selection process and must be completed in full in order for you to be considered as a candidate. Please complete each section and answer all questions as thoroughly as possible. **DO NOT state "See Resume" in lieu of answering.** Unanswered questions, incomplete responses, omissions, or partial information may result in disqualification from the selection process.

Applicants whose education, training and experience most closely meet the needs of the position

may be invited to participate in a selection process that may include a panel interview. Successful candidates will receive a post-offer, pre-employment background screening that may include:

- Fingerprinting search of the national FBI Database
- Criminal Background screening
- Drug Screen
- 39 Month Motor Vehicle Department Records check

[Click here](#) to review the entire job description.

The City of Scottsdale reserves the right to change this process at any time, potentially without advance notice.

MINIMUM QUALIFICATIONS:

Education and Experience

- No experience required for this position.
- Must be currently enrolled or recently graduated within a year from an accredited college or university degree program in Urban Planning, Architecture, Landscape Architecture, Geography or closely related field.

Licensing, Certifications and Other Requirements

- Depending on assignment, must possess and maintain a valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date. The Arizona Department of Motor Vehicles requires that out-of-state driver's licenses must be surrendered within 10 days of relocating to the State of Arizona.
- Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:

- Provides assistance to Planning Department staff, as assigned.
- Responds to citizen, property/business owner and/or customer inquiries related to development projects in the City.
- Communicates with the general public, other City employees, management and public officials in order to research administrative or operational problem areas, conduct surveys and report recommendations and results.
- Reviews development proposals for completeness and compliance with applicable codes, policies, and other regulatory documents.
- Analyzes procedures, drafts studies, reports and/or manuals to report findings and propose solutions to administrative problems, or makes recommendations for improvement.
- Designs and revises a variety of forms and other documents for records and reports; completes them on an as-needed, monthly, quarterly, and/or yearly basis.
- Attends related training sessions, various meetings, citizens committees and citizen boards and commissions, as directed.
- Conducts research and collects, assembles and analyzes data to assist in resolving procedural, operational and other work-related problems.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Most work is performed in a City office environment.
- Lift and carry materials weighing up to 30 pounds.
- Travel to/from meetings and various locations.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

FILE APPLICATIONS ONLINE AT:
<http://www.scottsdaleaz.gov>

Position #FY2223-00429
PLANNING INTERN
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OUR OFFICE IS LOCATED AT:
9191 E. San Salvador Dr.
Scottsdale, AZ 85258
(480) 312-7230
dolson@scottsdaleaz.gov

Planning Intern Supplemental Questionnaire

- * 1. Are you currently enrolled in, or a recent graduate within in a year, from an accredited college or university degree in Urban Planning, Architecture, Landscape Architecture, Geography, or closely related field? **NOTE:** If you answer 'yes' to this questions, you must include this information in the "Education" section of the application.
- Yes No
2. If you answered 'yes' to Question #1 above, list the college or university degree program in which you are currently enrolled or had been enrolled in within the last year, and include the the year of anticipated graduation. **NOTE:** If you respond to this question, you must include this information in the "Education" section of the application.
- * 3. Describe your coursework and/or work experience in customer service. **NOTE:** If you respond to this question with work experience, you must include this information in the

"Work Experience" section of your application. Do not state "see resume" in lieu of responding to this question. If you do not have this experience, please indicate "None".

* Required Question