

Planning Intern Job Opening

Applications Due: *May 3, 2018 at 5:00 pm MST*
Department: Community Development
Status: Seasonal Internship, May through August, 20 hours/week
Pay: \$10/hour
FLSA Code: Non-Exempt

NATURE OF THE WORK

Assists the Planning and Economic Development Director and Associate Planner in completion of planning department duties.

EXAMPLES OF DUTIES

Assists the Planning Department with preparation of staff reports, maps, and associated items for the City Planning Commission and other City groups; attends City Planning Commission meetings as required; assists City residents with questions regarding City planning and zoning items; may review building permits and business licenses to ensure compliance with zoning ordinances; assists with specific mapping or research projects for the department; performs code enforcement and other related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

- urban planning and zoning theory;
- report writing / computer applications;
- ArcView - GIS computer programs;
- local zoning ordinances.

Ability to:

- write and speak effectively and clearly;
- interact with co-workers and the general public effectively and calmly.

EDUCATION AND EXPERIENCE

Three to four years college training in urban planning, public administration, or related fields or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Requires a valid State of Utah driver license.

WORKING ENVIRONMENT

- Normal office surroundings
- Must be able to operate a vehicle for some local driving
- Requires light physical effort
- Fieldwork required from time to time

Lindon City
100 North State Street
Lindon, UT 84042-1808



TEL 801-785-7687
www.lindoncity.org
planningdept@lindoncity.org

APPLICATION REQUIREMENTS:

Applicants must submit a cover letter and a completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). Applicants selected as finalists for the position may be required to perform computer skills analysis testing.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment

Lindon City is an Equal Opportunity Employer.