



JOB ANNOUNCEMENT
Open to City Employees and the General Public
Date Opened: April 9, 2019
Extended Closing Date: May 13, 2019 at 5:00 pm

Development Intern

PT 19-4-68

Department: Community Development

Salary Range: \$12.00/hour

Reports to: Building and Development Office Supervisor

Supervises: None

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Tracks projects from start to finish.
2. Performs researches for special assignments.
3. Performs general engineering or planning tasks.
4. Responds to citizen inquiries regarding processes.
5. Assist with transition to digital systems.
6. Scans and files documents.
7. Assists with preparing packets, letters, labels, etc.
8. Performs other related duties as required.

Note: This is a temporary position lasting 90 days or less.

Typical Physical/Mental Demands/Working Conditions

Typical office environment with regular use of computer, printer, copier, telephone, fax, and other office equipment. Light physical effort exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently. Intermittent sitting, standing, and walking. Some exposure to elements such as heat, cold, dampness, fumes, noise, dust, or grease. Moderate exposure to stress as a result of human behavior.

Qualifications

Education: Must be currently enrolled in pre-engineering, civil or environmental engineering, urban planning, public administration, landscape architecture, or similar post-high school program.

Knowledge, Skills, and Abilities

Knowledge of:

- Clerical and general office practices.
- Correct English usage, spelling, grammar, vocabulary, and arithmetic.
- Current applicable computers and various software applications including, but not limited to, Microsoft Office Products.
- Understands general zoning, land use regulations, subdivision platting process, business licensing, and

other planning and zoning permit review procedures.

Skills:

- Strong interpersonal skills.

Ability to:

- Follow written and verbal instructions.
- Operate office machines.
- Learn specific industry terms and understand their applications and usage.
- Remain flexible, and work well under pressure in an environment with changing priorities.
- Establish and maintain effective working relations with elected officials, department heads, co-workers, the public, and officials and employees of other jurisdictions.

To Apply: Submit a completed application, in addition to a cover letter, school schedule and transcripts showing proof of academic standing, degree major, and current enrollment at time of application. Applications are reviewed on an ongoing basis. Position closes on 5/13/2019 at 5:00 p.m. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. EOE. We make reasonable efforts to provide reasonable accommodation to disabled candidates.