



**CITY OF OAK CREEK**  
invites applications for the position of:

## **Community Development Planning Intern**

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**SALARY:** \$10.57 - \$12.59 Hourly

**OPENING DATE:** 02/10/17

**CLOSING DATE:** 02/24/17 04:00 PM

### **SUMMARY DESCRIPTION:**

This is temporary, part-time position that would expect the ideal candidate to work less than 28 hours per week, with flexibility to work within a student's schedule. Typical work hours range from 8 am to 4 pm, Monday - Friday, with occasional night and weekend opportunities. This position is responsible for office and fieldwork associated with urban planning.

### **Minor Duties/Responsibilities:**

- Assisting the Planning Division in the implementation of general planning projects.
- Conducting studies and preparing reports related to planning, population, housing, economic indicators, land use, public facilities, and other related areas.
- Planning, coordinating and compiling survey data.
- Reviewing zoning maps and ordinance amendments to determine compliance with existing codes and ordinances.
- Reviewing building permits to determine compliance with existing zoning codes.
- Inspecting specified physical conditions in field surveys, such as zoning and land use compliance.
- Assisting in special projects, including zoning code review, design guidelines, and public participation.
- Preparing base maps, charts, development scenarios and other related data utilizing the GIS system.
- Preparing files and maintaining a filing system for approved site, landscape, building plans and records.
- Preparing lists for notices of public hearings and posting legal notices.
- Performing other duties as assigned.
- Attending various City committee meetings (i.e. Plan Commission, Community Development Authority, Common Council) to learn about the development/redevelopment process.

### **Supervisor/Accountability**

Administrative direction and supervision is received from the Community Development Director with additional guidance from the City Planner and Zoning Administrator/Planner. This position does not have any supervisory duties.

### **DUTIES, FUNCTIONS AND SUPERVISION/ACCOUNTABILITY:**

#### **Major Duties/Essential Functions:**

An employee in this classification assists in the implementation of general urban planning and development projects. The work primarily involves:

- Collection and analysis of a wide range of community and urban planning information.
- Preparation of planning documents, analytic reports and graphic materials.
- Researching and providing related information, interpretations, evaluations, and recommendations regarding planning and development strategies, processes, policies and ordinances.

- Operation of GIS systems.
- Assisting in the updating of the comprehensive plan.

## **QUALIFICATIONS:**

### **Knowledge, Skill and Ability:**

- Intermediate knowledge of the principles, techniques and objectives of urban planning.
- Ability to collect, analyze and interpret data.
- Ability to prepare clear and concise written and oral reports.
- Ability to quickly learn City codes and ordinances.
- Ability to keep accurate records.
- Ability to read and understand maps and plans.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to seek supervisory guidance, yet make individual decisions.

### **Education/Experience**

Completion of introductory courses in Urban or Regional Planning or related fields such as, political science, public administration, geography, urban sociology or urban studies.

### **License/Certifications**

Possession of a valid Wisconsin Division of Motor Vehicle operator's license required.

### **Tools and Equipment Used**

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, including Microsoft Office, Adobe Acrobat, social media, and GIS software (ArcGIS); telephone; copy machine, scanner, and FAX machine.

## **SPECIAL CONDITIONS OF WORK:**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is occasionally required in the inspection of various land use developments, construction sites, or public works facilities. A high degree of hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works indoors and in outside weather conditions. Normally the noise level in the work environment is usually quiet and would be representative of a business office.

### **Special Conditions of Work**

The ability to work occasional evenings and/or weekends to attend various City meetings.

**Selection Guidelines**

As a part time position this job is covered by a process that includes, but is not limited to the completion of a formal application, the rating and verification of education and experience, oral interviews and a reference check. Job related tests may be required as determined by the City. All applicants may be required to submit to a stringent medical examination prior to appointment consistent with requirements of the position. All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job 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 job change.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.oakcreekwi.org>

8040 S. 6th Street  
Oak Creek, WI 53154  
414-766-7000

Position #20170210  
COMMUNITY DEVELOPMENT PLANNING INTERN  
BS

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**Community Development Planning Intern Supplemental Questionnaire**

- \* 1. Do you have a valid (unexpired) Wisconsin driver license?
- Yes  No
- \* 2. This is a temporary, part-time position, less than 28 hours per week. Typical hours range from 8 am to 4 pm, Monday thru Friday with occasional night and weekend opportunities. Are you able to work this schedule?
- Yes  No
- \* 3. Have you completed an introductory course in Urban or Regional Planning or related fields such as Political Science, Public Administration, Geography, Urban Sociology or Urban Studies?
- Yes  No
- \* 4. Do you have experience in GIS software (ArcGIS)?
- Yes  No
- \* 5. AUTHORIZATION FOR RELEASE OF INFORMATION: By indicating yes below-- I certify that the answers given by me to the foregoing questions, statements &/or attached questionnaire are true & correct to the best of my knowledge & without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the Application for Employment, or any other document, may be used to deny me employment, or if employed, used for discipline, up to & including termination. I agree that the City of Oak Creek shall not be held liable to any respect if my employment is terminated because of false statements, answers, or omissions made by me on this Application for Employment or any other document. I hereby empower an employee of the City of Oak Creek, WI or other authorized representative bearing this release to, within one year of its date, obtain information & records pertaining to me & to investigate any of the information included in this application & any or all information from Municipal, State or Federal law enforcement agencies. I also authorize the companies, schools, governmental agencies or persons named above to give any information, transcripts, records, or documents requested regarding my work experience, educational background, conviction record, character or qualifications, personal or otherwise. I hereby release the City of Oak Creek as well as those companies, schools, governmental agencies or persons from all liability for any damage that may result from the furnishing to & receiving of this information by the City of Oak Creek. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such. I understand that if employed, I must furnish documents to verify my identity & eligibility for employment in the United States in accordance with the Immigration Reform and Control Act of 1986. I agree to conform to the rules,
- Yes  No

\* Required Question