



COMMUNITY DEVELOPMENT INTERNSHIP

The City of Neenah is seeking qualified applicants for a limited term, paid internship position to work in the Department of Community Development & Assessment.

Period of Employment

Early March 2017 to August 2017.

Job Description

This position will perform a variety of day-to-day planning and zoning administration work, and work on projects related to the various facets of the department including planning and zoning, economic development, GIS, downtown Business Improvement District, property assessment, building inspections, and general administrative work.

Duties will include, but are not limited to, the following: assemble and analyze data or maps for planning projects conduct research and analysis on various development codes and policies assist with reviews of planning cases for Plan Commission prepare public information/educational materials update GIS map layers assist with marketing and business attraction efforts various administrative tasks.

Hours and Compensation

Position to provide a maximum of 20 hours per week during the spring and up to 37.5 hours during the summer depending on funding. Office hours are Monday thru Friday, 7:30 AM to 4:30 PM.

Pay: \$9.00 per hour

Minimum Qualifications

Education and Experience:

- Graduation from high school and current enrollment in, or graduation from a post-secondary school, an urban/land use planning, public administration, architecture, economics, or closely related program.

Knowledge, Skills and Abilities:

- Basic knowledge of principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning;
- Excellent communications, interpersonal, and research and statistical analysis skills;
- An independent work ethic is essential, as is an ability to work in a team setting;
- Ability to utilize MS Office suite including Word, Power Point and Excel.
- Knowledge and experience with ArcMap

Application Procedure

To apply for this position, please visit our website at www.ci.neenah.wi.us , and complete our online application, attaching your cover letter and resume. Applications will be accepted until the position is filled.

Questions can be addressed to Brad Schmidt at bschmidt@ci.neenah.wi.us or by phone at (920)886-6126.

The City of Neenah is an Equal Opportunity Employer.