



## Ozaukee County – Planning and Parks Department Planning and Parks Internship

**Title:** Planning and Parks Intern – Limited Term Employee (LTE) – Ozaukee County

**Sponsoring Agency:** Ozaukee County – Planning and Parks Department

**Position Summary:** The Planning and Parks Intern (Planning Division) provides technical, office, and field support related to Divisions and programs of the Ozaukee County – Planning and Parks Department. Employment will be for up to 1200 hours with a pay range from \$10.00 - \$15.00/hour, depending on experience. Work hours per week can be flexible. Proposed starting date is April / May 2017. In addition, successful candidates may have the opportunity to enroll in an AmeriCorps Education Award Program (EAP) administered through the Great Lakes Community Conservation Corps. EAP participants successfully completing at least 300 hours of applicable environmental stewardship activities are eligible to receive \$1,175, which can be used to pay education costs at qualified institutions of higher education, pay for educational training, and to repay qualified student loans.

### **Duties/Responsibilities:**

The Planning and Parks Intern (Planning Division) will assist the Planning and Parks Director, Planning and GIS Specialist, and Program Manager with Planning Division activities within the Department including, but not limited to:

- 1) Assistance with all aspects of the Department's planning responsibilities, which includes development, revision, amendments, and the implementation of the Multi-jurisdictional Comprehensive Plan for Ozaukee County, Park and Open Space Plan for Ozaukee County, Farmland Preservation Plan for Ozaukee County, and other planning documents and initiatives (e.g., Mequon Preservation Partners). Assists with the development of planning reports, grants and/or initiatives to support the Planning Division.
- 2) Assists with the Comprehensive Planning Board, Land Preservation Board, Citizen Advisory Committees, and the Ozaukee Interurban Trail Advisory Council.
- 3) Assists with data collection, development, integration, management and maintenance of the Planning and Parks Department's GIS and GPS databases and layers. Coordinates with staff from multiple departments on the development of and dissemination of data and layers. Provides for on-going maintenance and development of the County planned land maps, Shoreland Zoning maps, and other GIS and GPS data. Provides GIS support for grant applications and permit applications for various federal, state, local, non-governmental and private agencies and organizations.
- 4) Performs technical and fieldwork duties for grant assistance, facility GPS mapping, environmental monitoring, user surveys, coastal hazard projects, invasive species management, water quality monitoring, fish and wildlife monitoring, Ozaukee Interurban Trail initiatives, volunteer coordination, and other technical and fieldwork duties.
- 5) Assists with office support, public education, outreach, grant reporting, and other informational items including: participation in informational and educational meetings and events, development of posters, maps, display boards, brochures, newsletters and press releases, and website and social media development.
- 6) Performs other duties as assigned by supervisor; maintains a record of daily activities and provide a summary of work accomplishments as directed.

### **Education and Skills Required:**

Pursuing a degree (Bachelor's or Master's) in regional or urban planning, landscape architecture, natural resources, environmental studies, biology, fisheries, environmental engineering, ecology, geography, geographic information systems, or other related fields. Excellent computer skills including: experience with Microsoft Word, Excel, Access and Publisher; GIS experience preferred. Working knowledge of methods and procedures needed to collect and analyze environmental-related data. Must possess good writing, research, communication, interpersonal, and organizational skills. Experience with land information, parcel data, map and aerial photo interpretation desired. Must be able to operate basic field and office equipment including: small power tools, GPS units, and office equipment such as photocopy machines, scanners, etc. Ability to work with limited supervision, independently establish priorities and complete tasks. Ability to work in varied field and office conditions. Possession of a valid driver's license required.

### **How to Apply:**

Send letter of interest, current resume, and County employment application form to the Ozaukee County – Planning and Parks Department, 121 West Main Street, P.O. Box 994, Port Washington, WI 53074. Direct questions to [astruck@co.ozaukee.wi.us](mailto:astruck@co.ozaukee.wi.us).

**Deadline:** Applications (letter and resume) must be **postmarked by April 14, 2017**.

**Comment:** Successful candidate(s) will get the opportunity to work with many partnering agencies and organizations including the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Wisconsin Department of Natural Resources (WDNR), National Oceanic and Atmospheric Administration (NOAA), US Fish and Wildlife Service (USFWS), US Environmental Protection Agency (USEPA), US Forestry Service (USFS), and several non-governmental organizations.

121 W. Main Street, P.O. Box 994, Port Washington, WI 53074

Phone: (262) 284-8257 Metro: (262) 238-8257 Fax: (262) 284-8269 Metro Fax: (262) 238-8269