

## **Planning Intern - City of Evansville**

**Location:** Evansville City Hall, 31 S. Madison Street, Evansville, WI

**Duration:** 12 – 24 months starting as early as October 2017

**Hours:** 10-16 hours per week during the school year, 20 to 24 hours per week during school holiday breaks. Regular office hours set within the publicly available times of Monday through Friday, 7:30 am to 4:30 pm, with some expected evening hours for meetings. Flexibility of schedule is provided to meet the intern's class schedule.

**Pay:** \$10 - \$14 per hour

**Application Deadline:** Review of applications will begin on October 6th and the position remains open until filled.

**Primary Duties/Projects:** The Intern will be involved in a variety of initiatives, primarily an update to the City's Comprehensive Outdoor Recreation Plan. The selected candidate will collaborate with City staff, under direction of the Community Development Director.

Duties and Projects:

- Coordinate and take the lead in the process to update to the City's Comprehensive Outdoor Recreation Plan and public input process.
- Add information into the City's GIS system; such as conditional use permits, variances, inventory of sidewalk conditions, developer agreements and building permit information.
- Assist with preparing staff reviews and reports for development review applications.
- Research for updating City zoning ordinances.

**Job Skills and Experience:** Great written and verbal communication skills for the purpose of public engagement and informational efforts through publications, public forums, attending committee meetings and assisting with presentations (to either present information to or gather information from community stakeholders). The intern may be expected to communicate with Department Heads, contractual staff (i.e. attorneys, engineers, and fiscal consultants), elected officials and staff.

Use of Microsoft Office Suite (Word, Power Point, Excel and Outlook) is required. Preference for those with experience in the primary functions of Geographic Information Systems (GIS) and have the ability to add data to the system (such as conditional use permits, variances, and historic landmarks.) Preference for those with experience in updating website content, developing quality materials for publication and other social media.

Strong Preference for those pursuing a Masters degree in planning, regional planning, urban planning, public policy, public administration, or another related field. Must have completed or be in the process of completing a Bachelors degree in a related field and maintain a 2.5 GPA. Possession of a valid Wisconsin driver's license preferred.

**Application Materials:** A complete application will include a résumé with 3 work and educational references, brief cover letter explaining qualifications and interest in the position and unofficial college transcripts showing GPA and course work in the fields of study referenced above.

Please submit application materials to Jason Sergeant, Community Development Director, at [jason.sergeant@ci.evansville.wi.gov](mailto:jason.sergeant@ci.evansville.wi.gov) or City of Evansville, Attn: Jason Sergeant, PO Box 76, Evansville, WI, 53536. Questions may be directed by phone to 608.882.2285.