

Sauk County
Department of Conservation, Planning, and Zoning
Summer Planning Position

TITLE: Planning Intern (Conservation, Planning, and Zoning Intern)

DEPARTMENT: Conservation, Planning, and Zoning

REPORTS TO: Senior Planner

PAY SCALE: \$11.00/hr.

POSITION SUMMARY

This position is a temporary, part time, non-exempt position. The Planning Intern provides assistance for planning activities on behalf of Sauk County. Performs duties related to: recreation and natural resource planning; short and long range planning; intergovernmental cooperation; special projects; related work as assigned.

ESSENTIAL FUNCTIONS (Illustrative only):

- Assists in performing and coordinating the responsibilities of the Conservation, Planning, and Zoning Department.
 - Researches, evaluates cost effectiveness and makes recommendations or provides consultation on priorities for planning projects and other projects assigned to the Department;
 - Provides liaison support between the county and other units of government and the public;
 - Organizes, conducts, and attends meetings with government officials, public and private agencies, citizens groups and other groups as appropriate to discuss and explain plans.
- Provides assistance for short and long range planning, land use, comprehensive planning, and farmland preservation programs.
 - Prepares work schedules for programs and projects;
 - Compiles and analyzes information and data on economic, social, and physical factors affecting land use and evaluates these for environmental impact and impact on present and future residential, commercial, industrial, agricultural, recreational, and community development;
 - Identifies problems and recommends resolutions;
 - Submits reports and recommendations to governmental bodies for policy determinations;
 - Assist with updates to local government comprehensive plans and programs for utilization of land and physical facilities of the county;
 - Performs reviews and revisions of established plans;
 - Ensures that meeting dates and locations are scheduled, agendas are prepared, properly noticed, and distributed for projects;
 - Provides meeting facilitation activities when necessary.
- Prepares written reports and makes oral presentations for appropriate committee or department review, revision, and policy determination.
 - Conducts research and analysis and compiles data of information related to special projects or studies;
 - Prepares short-range plans, studies, and reports on projects and recommends implementation methods to the appropriate department staff or committee.

ANTICIPATED 2017 PROJECTS

- Assist with the planning and development of the Great Sauk State Trail;
- Assist with planning and grants to implement the Baraboo River Corridor Plan;
- Assist with Sauk County's Placemaking/Next Generation Sauk County Initiative;
- Monitor conservation easements under the Sauk County Baraboo Range Protection Program;
- Develop a work plan for planning of the Baraboo/Reedsburg segments of the Great Sauk State Trail.
- Independent project of interest that contributes to the long-term planning functions of the Department.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices and procedures;
- Knowledge of the theory, practices, and procedures of planning including research, standard sources, and methods of obtaining information relative to planning programs and projects;
- Knowledge of planning, land use, and farmland preservation;
- Ability to plan, organize, and carry out complex research projects;
- Ability to analyze results of research and to present reports effectively in oral, written, and graphic form;
- Ability to effectively communicate both orally and in writing;
- Knowledge of the principles and practices of government organization and administration;
- Ability to establish and maintain effective working relationships with fellow employees, members of various committees and agencies, elected officials, and the general public and ability to work closely with government agencies and community groups;
- Must be able to work the allocated hours of the position, including evenings.

REQUIRED QUALIFICATIONS

- Must be enrolled in a 4-year college/university with 2 or more years completed in Urban/Regional Planning or a closely related field. Graduate students pursuing a degree in Planning or Community Development preferred.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license and acceptable driving record.

DESIRED QUALIFICATIONS

- Ability to accept challenges and assigned tasks and work independently to accomplish assigned tasks;
- Ability to adapt to changing circumstances and present information from varied perspectives;
- Ability to facilitate discussions at public meetings and attend meetings independently.

APPLICATION AND DEADLINE

To apply go to: www.co.sauk.wi.us click on the employment icon and choose Conservation, Planning, and Zoning Intern.

Application deadline: February 12, 2017.

INTERVIEW

Applicants selected for an interview are encouraged to present a one sample of a completed project related to their field of study or course work.