



Village of Grafton Planning Intern Position

The Village of Grafton (2016 population of 11,563) is located in the heart of Ozaukee County at the northern edge of the Milwaukee metro area. The Village has experienced steady growth over the past three decades and has diverse housing opportunities, a thriving business community, and strong manufacturing base.

The Village has an opening for a six to eight week internship during summer 2018 to assist the Planning and Development Department. This position's responsibilities include but are not limited to the following:

- Work on special projects under the supervision of the Director of Planning and Development including business outreach; updating the department's website content; and researching and drafting zoning ordinance updates.
- Learn the Village's development application review process; learn to review applications for completeness; gain familiarity with site, landscape, and architectural plans; learn to read and interpret zoning ordinances; learn to read and explain Village ordinances and policies.
- Provide technical support to planning staff by conducting research and preparing reports.
- Research, collect, compile, record and summarize technical data; help planning staff assemble documentation for projects and presentations.
- Assist in the enhancement of the department's record keeping system by organizing files.

The ideal candidate will possess any/all of the following:

- A bachelor's degree or higher in urban/regional planning, urban studies, public administration or closely related field.
- At least one semester of graduate level coursework in a discipline related to planning or administration.

- Working knowledge of urban planning or municipal administration principles.
- Excellent knowledge of Microsoft Office.
- Strong analytical and quantitative skills.
- Strong writing and communication skills.
- Independent, deadline oriented worker.
- A valid driver's license.
- Must establish a work schedule with a minimum of 20 hours per week. Flexibility available.

The position will be paid \$10.94 per hour. Interviews will be based on applicant's ability to meet each of the qualifications stated above as detailed in applicant's cover letter. To apply, email the completed Village application (available at <http://www.village.grafton.wi.us/DocumentCenter/Home/View/334>), cover letter, and resume to the address below by **Friday, March 16, 2018**. Applications will be reviewed the following week and those selected for interviews will be contacted shortly thereafter.

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