



Community Development  
Division

# Memo

**To:** Nancy Frank  
School of Architecture & Urban Planning  
University of Wisconsin – Milwaukee

**From:** Kristi Johnson – Community Development Manager

**Date:** 6/19/2018

**Re:** Community Development Intern Vacancy

The City of Greenfield is seeking to fill our single Community Development Intern position. I would appreciate it if you could post this position notice for students currently in the UW-Milwaukee Urban Planning Graduate Program and/or anticipated to start in the Fall semester. My desire is for this person to start immediately.

This is a paid internship at \$12.00/hr. The position consists of a flexible work schedule of approximately 10-20 hours per week during our normal 8:00 a.m. – 5:00 p.m., Monday – Friday schedule at Greenfield City Hall. Based on past interns, we are more than willing/able to work with a student to accommodate course credit requirements.

The basic duties are as follows:

- Assist in the preparation of monthly Plan Commission meetings.
- Maintain/update the Community Development webpage.
- Perform commercial and residential code enforcement relating to temporary sign violations.
- Assist in special projects that require basic knowledge of Geographic Information Systems (GIS).
- Conduct site inspections alongside city staff.
- Research information pertaining to comprehensive planning, zoning, and development.
- Attend meetings with residents, business owners, developers, and other public/private agencies.
- Perform other miscellaneous duties related to the Community Development Division operations.
- This Division is part of the City's Department of Neighborhood Services (DNS), which also includes Engineering, Building Inspection, and Public Works. The internship will closely work with other City departments on various projects.

Interested candidates should submit a cover letter and resume by **Friday, July 20, 2018** via email ([kristi.johnson@greenfieldwi.us](mailto:kristi.johnson@greenfieldwi.us)). An interview will be held with the candidates considered to be finalists before a final selection is made.

If there is any follow-up, please contact me at (414) 329-5342. Thank you

Mailing Address:

Kristi Johnson  
Community Development Manager  
City of Greenfield -- City Hall  
7325 W. Forest Home Ave., Greenfield, WI 53220