

CITY OF DELAVAN

INTERNSHIP DISCRIPTION/ANNOUNCEMENT

Position: Intern with emphasis in the areas of Planning, Zoning & Economic Development

Departments: Public Works for Planning & Zoning & City Administrator for Economic Development

Employment

Period: 2 years anticipated; commencing, based on availability of successful candidate, as early as June 2018

Work schedule: Flexible Schedule Monday-Friday, Desired minimum of 18 to 20 hours per week during the semester and 30 to 32 hours per week during the summer; total hours worked in a rolling 12-month period not to exceed 1,200

Minimum Qualifications:

- Student in a university/college program in land use planning, public administration or closely related field
- Basic knowledge of planning principles & land use administration
- Basic knowledge of planning resources & research techniques
- Proficiency with MS Office Suite
- Strong oral and written communication skills

Duties & Responsibilities:

- Assist with the review of plans for compliance with zoning ordinance;
- Assist in coordinating the schedule for projects requiring review by the Plan Commission including the preparation of related agenda reports;
- Site visits related to compliance checks for various development projects and land uses allowed under a conditional use permit;
- Assist with the implementation of building and code enforcement software;
- Assist with various economic development projects related to business retention and recruitment, as assigned.

Salary Range: \$13.00 - \$15.00/hr Depending on Qualifications

For more information regarding the position, please contact:

Mark Wendorf, Director of Public Works

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Denise Pieroni, City Administrator

Phone: (262) 728-5585 Ext 115

Email: cityadmin@ci.delavan.wi.us

For more information regarding the application process, please contact:

Deb Epping, HR Manager

Phone: (262) 728-5585 Ext 127

Email: HRdelavan@ci.delavan.wi.us