



**City of Santa Ana**  
**Short Term General Plan Planning Intern**  
**Pay Rate: \$12.23 – \$14.88**  
**Part-Time – Up to 20 hours per week**

**BACKGROUND**

At just over 27.2 square miles and over 324,000 residents, Santa Ana is the second-largest and most urban city in Orange County, and ninth largest in California.

As the lead agency, the Planning Division maintains the City's General Plan and Zoning documents. Planning is also responsible for environmental review, historic preservation, new development and long range planning. Planning provides staff support to the City's Planning Commission, the Historic Resources Commission, and the City Council.

**ESSENTIAL FUNCTIONS**

Interns will have the opportunity to be involved in a unique and diverse learning and working environment. The roles and responsibilities will relate to the work program to comprehensively update the City's General Plan associated to land use and sustainability policy framework. Over the 3 to 5 month internship, interns will work primarily with the Regional and Advanced Planning Section. Interns will work alongside experienced professionals and will gain valuable experience in the planning field.

Typical responsibilities include, but are not limited to:

- Utilizing Microsoft Excel, Word, and GIS ArcView tools
- Assisting in organizing and evaluating existing land use data
- Updating citywide database for use in General Plan Land Use Buildout Scenarios
- Providing support for land use and sustainability policy and program development
- Preparing informational material and presentations

**CHARACTERISTICS OF SUCCESSFUL PERFORMERS**

Applicants must be currently enrolled in an undergraduate or graduate degree program in the following programs: urban planning, environmental studies, architecture, public administration, public policy, and related majors. Applicants should have organizational, oral communication, and analytical skills. Candidates must have the ability to work in a fast-paced environment, multi-task, be detail oriented and carry projects and responsibilities to completion. Applicants should be motivated self-starters who are able to work independently and in a team environment. All applicants must possess and retain a valid California Driver's License. Position open until filled.

*Interns are expected to work 20 hours per week and must be willing to commit to a minimum four-month commitment with a one year maximum.*

**APPLICATION PROCEDURE**

Email resume and letter of interest to **Jill Arabe** at [jarabe@santa-ana.org](mailto:jarabe@santa-ana.org).