



CITY OF SAN JUAN CAPISTRANO
invites applications for the position of:

Planning Intern Part-time/Temporary

SALARY: \$13.14 - \$15.98 Hourly
\$2,277.60 - \$2,769.87 Monthly
\$27,331.20 - \$33,238.40 Annually

OPENING DATE: 08/14/17

CLOSING DATE: Continuous

DESCRIPTION:

Part-Time/Temporary (approximately 19 hours per week)
-THIS POSITION WILL REMAIN OPEN UNTIL FILLED-

The City of San Juan Capistrano is looking for an energetic individual to provide assistance in the planning, coordination and implementation of department projects. The Planning Intern position is an excellent internship opportunity that offers an exciting and rewarding internship experience in the Development Services Department of the City. The Planning Intern will work cooperatively with team members and the public to deliver high quality customer service to the community. In this role, you will have the opportunity to respond to questions and inquiries from the public and other governmental agencies; to conduct research in the field on existing conditions related to land use, zoning, trees, public improvements, or other similar projects; and to perform a variety of administrative tasks relative to assigned areas of responsibilities.

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EXAMPLES OF DUTIES:

Provide assistance in the planning, coordination and implementation of department projects, which may include land use surveys, collection of information about existing conditions in the City, research of historical archives, and other projects as assigned. Provide available department information to the general public and other outside agencies (at the counter and via telephone) about City zoning requirements and development standards Assist with research regarding City land use and zoning regulations; prepare graphic exhibits, reports and tables to display data collected in appropriate format. Perform related duties and responsibilities as required.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Basic methods and techniques of research and analysis.
- Principles of business writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- Principles and practices of urban planning and development.
- Principles and practices of customer service.

Ability to:

- Learn and understand pertinent Federal, State and local codes, laws and regulations underlying general plans, environmental matters, zoning and land division.
- Learn to interpret and explain planning and zoning ordinances and regulations.
- Provide assistance in the coordination of special projects.
- Conduct research and prepare clear and concise reports.
- Respond to simple requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret site, grading, and landscape plans.

EXPERIENCE AND TRAINING GUIDELINES:

Experience:

One year of education or experience in urban planning is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in planning, landscape architecture, political science, public administration or a related field; or, completion of one year in an undergraduate degree program in planning, landscape architecture, public administration, political science; or enrollment in a Masters degree program in planning or a related field.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sanjuancapistrano.org>

Position #1617-00023
PLANNING INTERN PART-TIME/TEMPORARY
GM

32400 Paseo Adelanto
San Juan Juan Capistrano, CA 92675
(949) 443-6317

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Planning Intern Part-time/Temporary Supplemental Questionnaire

- * 1. Do you have one or more years of education in Urban Planning or a related field?
 Yes No
 - * 2. If you answered "yes" to the above question, please explain your education in Urban Planning or related field.
 - * 3. Please tell us about your planning work experience or college level planning coursework.
 - * 4. What year of College/University will you be in Fall 2017?
 1st year
 2nd year
 3rd year
 4th year
 Graduate Student
 Not currently enrolled
- * Required Question