

**CITY OF MENASHA
Position Description**

Position Title: Intern
Department: Community Development
Status: Hourly Non-Exempt
Position Reports To: Principal Planner / Director of Community Development
Date of Description: March 2014

SUMMARY

Under the direction and supervision of the Principal Planner / Director of Community Development, assists in updating and administering local and neighborhood plans, ordinance review, code compliance, Geographic Information Systems (GIS), and assists in special Community Development Department and municipal projects as may be assigned. This position provides a graduate or college student interested in public sector planning, zoning, GIS and local government the opportunity to gain valuable work experience by first hand observation of the operation and organization of a local government community development department.

ESSENTIAL FUNCTIONS to include the following:

- Draft plans and maps.
- Assist with zoning and development project review.
- Assist in neighborhood and other plan preparation as may be necessary.
- Review of ordinances and policies, including revising and proposing amendments as may be determined.
- Transportation and infrastructure review where required
- Comprehensive plan assistance.
- Provide assistance relative to special planning projects and municipal projects.
- Assist in Redevelopment Development Authority, T.I.D., Landmarks Commission, and Sustainability Board, Housing Authority, and Plan Commission projects
- Research topics as assigned.
- Conduct fieldwork as assigned.
- Perform public outreach for a variety of topics, including Best Management Practices for stormwater.
- Develop program forms, brochures, and other printed materials.
- Organize and carry out special projects as assigned.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

- Exhibited proficiency in writing, and basic knowledge of planning and design concepts.
- Interest in planning, the built, social, and natural environments.
- Interest and understanding of planning and municipal government operations.
- Ability to develop and maintain records and reports.
- Ability to work independently.
- Ability to carry out assigned tasks with minimal supervision.

- Ability to work effectively with others.
- Experience with GIS applications, spreadsheets, internet, word processing and other related programs.

CERTIFICATES, LICENSES, REGISTRATIONS

- High School Diploma or equivalent.
- Coursework in urban/city and/or regional planning, Geographic Information Systems (GIS), public administration, community development, geography, or related field.
- Valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work, and to detail the required knowledge, skills, and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to, or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.