

Planning Intern - City of Evansville

Location: Evansville City Hall, 31 S. Madison Street, Evansville, WI

Duration: 12 months, may be extended to 18 months

Hours: 10 hours per week during the school year, 20 to 25 hours per week during the summer

Pay: \$10 per hour

Application Deadline: End of business on Friday, December 6, 2013

Anticipated Start Date: January or February 2014, dependent on selected candidate's availability

Duties/Responsibilities: The Planning Intern will be involved in a variety of initiatives and will have the opportunity to develop his or her land use planning skills. The selected candidate will collaborate with City staff, namely the Community Development Director, on the following projects:

- 1.) Assisting with the 10 year update to the City of Evansville's award-winning Smart Growth Plan. This will include:
 - Public engagement and informational efforts, such as-
 - Contributing to the development of a Citywide public input survey
 - Coordinating, publicizing, and helping staff public forums
 - Developing public informational pieces related to the plan and planning process, including fact sheets, displays, and press releases
 - Updating the City website with planning and community development information
 - Contributing to the development of a social media strategy for engaging the public in the planning process
 - Technical assistance with the planning process, such as-
 - Creating tables, charts, and graphics for the plan
 - Helping design the format and layout of the plan
 - Assisting with revisions to the plan
 - 2.) Learning and helping administer the City's development application review process, including land divisions, site plans, conditional use permits, and variances.
 - 3.) Updating the City Geographic Information Systems (GIS) database with documents including conditional use permits, variances, floodplain letters of map amendment (LOMAs), and historic landmarks.
 - 4.) Helping with implementation of the City's Park and Outdoor Recreation Plan, including monitoring progress of recommendations, contributing to staff reports on progress, and assisting with implementation of recommendations.
 - 5.) Attending and staffing relevant meetings of the City of Evansville Plan Commission.
 - 6.) Contributing to projects that may be identified in the future which advance community development in Evansville while building the professional planning skills of the selected candidate.
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Education and Skills Required: Pursuing a Bachelors or Masters degree in planning, regional planning, urban planning, public policy, public administration, landscape architecture, geography, natural resources, environmental resources, geographic information systems, or another related field. Must possess strong verbal and written communication skills, strong initiative and ability to work independently, and excellent computer and office skills including a high level of proficiency with Microsoft Office Suite and the ability to operate office equipment such as copiers and scanners. Other desired skills include: familiarity with land use planning principles and theories (particularly smart growth), experience using GIS software, experience researching and analyzing demographic and socioeconomic data, and familiarity with using social media for business or government purposes. Possession of a valid Wisconsin driver's license preferred.

Application Materials: A complete application will include a résumé, brief cover letter explaining qualifications and interest in the position, writing sample, two references (educational and/or professional), and a copy of a grade report or transcript demonstrating a current cumulative GPA of at least 2.5. Please submit application materials to Nicole Sidoff, Community Development Director, at nicole.sidoff@ci.evansville.wi.gov or City of Evansville, Attn: Nicole Sidoff, PO Box 76, Evansville, WI, 53536. Questions may be directed to Sidoff by email or phone at 608.882.2285.