

CITY OF JORDAN, MINNESOTA

Title of Class: **Planning Intern, part-time**

Revised: September 2018

DESCRIPTION OF WORK:

General Statement of Duties: Under the direction of the City Planner, this position performs technical planning and zoning work for the City related to the preparation, interpretation, and enforcement of land use regulations in the City.

Supervision Received: Works under the general supervision of the City Planner.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED:

- Evaluates current land use and development proposals for compliance with City ordinances and policies.
- Responds to developer and public inquiries concerning the development process, zoning, subdividing and other planning issues.
- Prepares reports for meetings of the Park Commission, Planning Commission and City Council; prepares minutes and records of meetings.
- Maintains necessary planning files, records and related documents; audits existing files for completeness.
- Prepares graphics or visual aids as required for reports, studies and meetings.
- Assists with maintenance of the GIS system and City web site.
- Conducts research.
- Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of planning principles, practices and regulations.

Knowledge of GIS and general computer skills.

Ability to communicate effectively orally and in writing.

Ability to work effectively with a wide range of individuals and groups.

MINIMUM QUALIFICATIONS:

Bachelor's degree (or in process of obtaining same) in Planning or Urban Regional Studies or closely related field. Some professional experience in local government planning is preferred.