

## City of Jordan, Minnesota

### Planning Intern, \$15/hr



#### Description of Work:

Under the direction of City Planning Staff, the Planning Intern position will perform job duties split roughly 75/25 between planning and economic development functions respectively. Interns work part-time and are important members of the Planning Department. Responsibilities are related to general day-to-day department functions and long-term projects.

#### Typical Duties Performed:

- Evaluation of current land use and development proposals for compliance with City ordinances and policies.
- Coordination with developers and the public regarding planning, zoning, and the development process.
- Preparation of reports, minutes, and records for meetings of the Planning Commission, Park Commission, Economic Development Authority and City Council.
- Maintenance of necessary planning files, records and related documents.
- Assistance and maintenance of the GIS system and City website.
- Assistance with marketing the City, events, and various programs or grants on the City website and through social media.
- Conducts research and prepares graphics or visual aids as required for reports, studies and meetings.
- Performs other duties and responsibilities as assigned.

#### Preferred 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. Availability on Tuesday evenings.

**Application Deadline:** Applications are accepted on a rolling basis until the position is filled.