

City of Jordan, Minnesota

Planning Intern, \$16.00/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 the public regarding planning, zoning, and the development process.
- Review and processing of building permits and other land use applications as assigned.
- 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 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:

Ability to communicate effectively orally and in writing.

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

Knowledge of planning principles, practices and regulations.

Knowledge of GIS and general computer skills.

Minimum Qualifications:

Bachelor's degree (or in process of obtaining same) in Planning, Urban, or Regional Studies or a closely related field. Availability on some weeknights.

Application Deadline: Applications are accepted until 8:00AM, Monday, August 2, 2021.