



245 East Bonita Avenue
San Dimas, CA 91773-3002

PLANNING INTERN

JOB SUMMARY

Under general supervision, performs entry level professional planning work, zoning enforcement, and performs related work as required.

REPRESENTATIVE DUTIES

1. Helping customers at the counter and on the phone with zoning related questions.
2. Helping planners prepare agenda packets for the various Boards, Planning Commission and City Council.
3. Review and approve Staff level projects under direct supervision (i.e. Patios, Pools, Decks, small room additions).
4. Assists staff in collecting and preparing data for various planning projects.
5. Interface with other departments and outside agencies.
6. Prepare maps, graphs, charts and other visual aids to illustrate planning studies.
7. Preparing Zoning Verification Letters.
8. Review and approve Tree Removal Permits.
9. Conduct basic office functions as needed, such as data entry and file management.
10. Use computer and software programs for various technical planning projects and studies.
11. Make field investigation and inspections.

DESIRABLE QUALIFICATIONS

Knowledge of:

The ideal candidate will be an undergraduate or graduate students in Urban Studies, City Planning, Architecture, Historic Preservation, Public Policy, Geography, or other related field; possess excellent organizational and communication skills; have knowledge of a basic understanding of principles, practices and objectives of municipal government and planning principles; be proficient with basic Microsoft Office, graphics, and GIS mapping programs; and be able to work independently and follow through with assigned tasks.

Ability to:

1. Ability to establish and maintain effective working relationships with City staff and those contacted in the course of work.
2. Communicate clearly and effectively, both orally and in writing.
3. Strong research and analytical skills.
4. Proficient with Microsoft Word, Excel, Power Point and GIS computer software.
5. Motivated self-starter able to work independently and also in a team environment.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way in which to obtain the knowledge and abilities would be:

Experience: This is an entry-level position. No previous work experience is required; however, computer experience is a requisite.

Education: Currently enrolled in an undergraduate or graduate program at an accredited college or university with major course work in Urban Studies, City Planning, Architecture, Historic Preservation, Public Policy, Geography, or other related field.

LICENSE

Possession of a driver license from the California State Department of Motor Vehicles is required without restrictions.