

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 05/2016

POSITION IDENTIFICATION

Position Title: Community Development Intern

Division: Planning

Status: Part Time

SUPERVISORY RELATIONSHIPS

Reports to: Community Development Director

POSITION PURPOSE

Provides support to the Community Development function through assigned planning projects, community or economic development projects, or other administrative functions. The work is performed under the direction of the Community Development Director.

ESSENTIAL DUTIES

- Work closely with the Community Development Director, City Planner, and Associate Planner on assigned activities and projects.
- Assist with research, data gathering and analysis, report compilation and drafting relative to Department projects, studies, or other functions. May include field work.
- With direction, applies accepted standards of planning practice, quantitative and qualitative analysis, and English language/writing, as applicable, in the performance of all tasks.
- Occasionally attend and assist with facilitation of community meetings or community involvement activities.
- Utilize social media or other web-based tools for public communication and engagement relative to assigned projects.
- With supervisor approval, other duties as determined by interests and abilities of the intern, requirements of their academic program, and availability of City resources to support such functions.

MINIMUM POSITION QUALIFICATIONS

Enrolled in a Bachelor's or Master's degree program in Planning, Land Use, Urban Studies, Geography, Policy Analysis or closely related field.

KNOWLEDGE, SKILLS, & ABILITIES

Excellent verbal and written communication skills, general knowledge of planning practices, proficient in Microsoft Office products, and has good time management skills.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Some field work may require traveling to various sites.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This job description is not a contract for employment.