



Summer Planning Intern

POSITION SUMMARY

Under the general supervision of the Planning Director, or other designated staff, provides assistance for planning

RELEVANT DETAILS

Temporary/Seasonal, Monday thru Friday, 8:00 a.m. to 5:00 p.m. Working hours and schedule may be flexible. \$18-\$22 per hour based on qualifications.

APPLICATION PROCESS

Please Submit a completed application, cover letter, and resume to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov Position will remain open until filled.

PHYSICAL DEMAND and WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. While on project sites, the employee is occasionally exposed to fumes or airborne particles and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually moderate to loud.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist in office with basic technical administrative tasks.
2. Researches funding sources for grant proposals.
3. Assist in collecting and preparing data or written support for various projects.
4. Assist staff/consultants with community engagement.
5. Assist in committee meeting preparation.
6. Assist Planning Director and Zoning Administrator.
7. Performs related work as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

Must be at least 18 years of age; possess & maintain a valid driver's license.
General knowledge of the principles and practices of planning.
Skill in the use of office equipment and technology, including computers and related software.
Ability to read, write, speak and understand the English language.
Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.
Current student pursuing undergraduate or graduate education in Land Use Planning, Public Administration or similar field.
Flexibility and desire to work on varying projects.

Traverse City is an Equal Opportunity Employer