



POSITION DESCRIPTION

Position Title: Planning Intern
Reports to: Planner
FLSA Status: Non-Exempt
Status: Seasonal, Part-Time
Grade: 0

Statement of Duties

Assists the Development Services Department in the performance of work involving planning, zoning, public meetings, plan review, and performs related work as required.

Supervision

Employee works under the general direction of the Planner. Employee works under direct supervision, where clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works independently as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential records.

Job Environment

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Errors could result in adverse public relations, and/or possible legal repercussions.

Position may have regular contact with the public, responding to inquiries and requests. Contact usually occurs in person, in writing, or on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Job responsibilities may include:

- Providing support to Development Services Department.
- Assisting staff in collecting and preparing data for various planning projects.
- Conducting occasional field work.
- Preparing planning reports of limited or variable complexity.
- Assisting planning staff at community meetings, some of which may be after normal working hours.
- Conducting basic office functions as needed, such as data entry, file management, and customer service.
- Building and maintaining positive working relationships with co-workers, other Village employees and the public using principles of good customer service.
- Performing related duties as assigned.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works primarily indoors, and occasionally outdoors conducting inspections, and in a moderately loud office setting. Employee is required to stand, walk, sit, talk, listen, use hands, and reach while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs. Normal vision is required for this position. Equipment operated includes light trucks, automobile, office machines, and computers. A valid Illinois driver's license is required.

Education and Experience

Enrolled in an accredited college or university, preferably with a minimum of two semesters, working towards a Bachelor's Degree or Master's Degree in Planning or a closely related field.

Knowledge, Skills and Abilities

Knowledge in:

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

Skill in:

- Communication, customer service and organization

- Use of computer software programs and office applications including a working knowledge of Excel and Microsoft Word
- Grammar and business writing/correspondence
- Interpersonal relations

And ability to:

- Plan, prioritize and perform multiple tasks in a detailed and accurate manner
- Prepare accurate reports and correspondence
- Maintain accurate, detailed, and confidential records and information
- Exhibit professional decorum and perform duties with discretion and tact
- Interact tactfully and professionally with staff, public and elected officials
- Work independently and as a team member on projects