

STUDENT INTERNSHIP OPPORTUNITY

Marin County COMMUNITY DEVELOPMENT AGENCY – *CURRENT PLANNING INTERN*

Filing Deadline:

May 24, 2017

Compensation:

\$13.35 - \$16.23/undergraduate level

\$16.23-\$19.72/graduate level

Time Commitment:

A one-year commitment of approximately 10 hours per week for nine months, and 30 hours per week for two months, and one month of unpaid time off.

About the Team

The Marin County Community Development Agency's Planning Division is looking for a student intern to assist the division's Current Planning team. The Current Planning team reviews development projects and works with applicants, stakeholders, community groups, and the public to ensure that new development is consistent with adopted County policies, regulations, design guidelines and area-specific community plans. Visit www.marincounty.org/depts/cd/divisions/planning for more information about the Marin County Planning Division's policies and permit process.

Representative Duties and Responsibilities

The Current Planning Intern will support the current planning staff, including compiling planning background reports, researching planning permit history, assisting with the preparation of various reports, inspecting development sites, and other planning tasks, as needed.

Examples of Current Planning Intern Duties:

- Assists staff in compiling background reports related to current planning applications.
- Researches planning permit history records.
- Reviews building permits for conformance with project approvals.
- Assists at the public planning counter and provides customer service.
- Closes out and organizes project files.
- Conducts site visits to verify project conformance with planning approvals.
- Evaluates prospective projects for consistency with the County's policies and regulations.
- Performs other current planning duties, as assigned.

Availability

The Current Planning Intern position will last for one year, not more and not less. The Intern must be available to work approximately 10 hours per week for nine months, and approximately 30 hours per week for two months. The Intern shall work with the Planning Division supervisor to establish a set work schedule consistent with the aforementioned parameters upon hiring.

Qualifications

Applicants must be currently enrolled in an undergraduate or graduate program during the entire year of the internship with an emphasis in Planning, Architecture, or related field at an accredited college or university. The successful candidate should have excellent verbal and written communication skills, customer service skills, research and data analysis skills, computer skills, and be able to thrive in a team-oriented office environment. Basic knowledge of land use planning principals is required.

**If you are interested in the position,
please send a cover letter, along with your resume to:**

**Joy Fossett
Human Resources
Volunteers and Internship Division
3501 Civic Center Drive, Room 415
San Rafael, California 94903
Email: jfossett@marincounty.org**

DEADLINE TO APPLY

May 24, 2017

This internship requires travel between various County and business-related locations. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County, including review of a recent DMV history. If a driver's license is required, at the time of the selection interview by the appointing authority, applicants will have to furnish a recent DMV driving record.

Work requires mobility to use standard office equipment; hearing and speech to converse in person and over the telephone and to address groups; and vision to read printed materials and a computer screen.

Work is performed in a standard office setting and may require working on weekends and/or evenings to make presentations or attend meetings, and to travel to alternative work locations for these and other purposes.

The County will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

The County of Marin is an equal opportunity employer. Minorities, women and individuals with disabilities are strongly encouraged to apply.

If you are a person with a disability and require an accommodation to participate in a County program, service or activity, requests may be made by calling 415-473-4381 (voice) or 415-473-3232 (TDD/TTY). Copies of documents are available in alternative formats upon request.