

Planning Intern

Pay Range: \$14.51 per hour

Hours: Part-Time/Adjustable

Payroll Title: Student Intern II

Department/Division: Planning & Community Development

Employment Status: Student Intern

Closing Date: August 24, 2007

Position Summary

The City of Bellevue Planning & Community Development Department is seeking an Intern to assist with projects in the Comprehensive Planning Division. The successful applicant will work on a variety of interesting long-range planning projects including housing, comprehensive planning, GIS applications analysis, land use intensity, neighborhoods, and economic and demographic trends. The Intern provides a support role in comprehensive and subarea planning activities. The Division is seeking someone who would prefer a one-year internship with the possibility of employment up to two years. **Students are encouraged to apply** who have a junior or senior class undergraduate status in fall 2007, or who are graduate students with at least one year of study remaining. Applications will be accepted until 5 p.m. on Friday, August 24. Employment is anticipated to begin the end of September or beginning of October.

Primary Responsibilities

- The Intern program in the Comprehensive Planning & Community Development Department creates opportunities for professional-level participation in public sector planning, research, and demographics. Interns will be expected to conduct consistent part-time work hours that fit their school schedule with the possibility of full-time employment when school is not in session.
- Duties will vary, but will include one major project, the design of which will be agreed upon by the intern and the intern's supervisor, with established goals to be completed within the term of the internship.
- Assist in collecting data related to Census requests, demographics, land use, and housing data, and researching economic trends.
- Land Use research and analysis
- Basic map creation and cartographic design using ArcGIS 9.1.
- Map and orthophoto analysis and interpretation.
- Other projects as assigned.

Qualifications

- Full-time enrollment at a local university in an accredited undergraduate or graduate program in Urban Planning, Public Administration, Geography or a related field. School enrollment must be maintained for the period of the internship.

- Strong writing and communication skills.
- Knowledge of subarea planning, land use economics, and urban design is desirable.
- Excellent research and analytical skills and the ability to understand and collect data.
- Intermediate to advanced knowledge of Microsoft Office Suite
- Intermediate to advanced knowledge in ArcView GIS and/or Sketchup.

Physical Demands

- The physical demands and work environment described here 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.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

Definition of a Student Intern

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

How To Apply

Application may be downloaded from the Temporary Jobs page (<http://www.bellevuewa.gov/>), or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004.

Send completed applications to:

City of Bellevue
Department of Planning and Community Development
Attn: Paul Inghram
P.O. Box 90012
Bellevue, WA 98009
Or email Paul Inghram at pinghram@bellevuewa.gov

For more information, call Paul Inghram, AICP, Comprehensive Planning Manager, at 425-452-4070 or email pinghram@bellevuewa.gov