

**CITY OF CHANDLER INTERNSHIP PROGRAM
CITY MANAGER - PLANNING DIVISION**

City of Chandler's Planning Division seeks a senior year undergraduate student or graduate student interested in working part-time with a small team of professional Planners through an unpaid internship for approximately four (4) months. This is a volunteer position with hours typically at least 15 hours per week. We desire an intern to start in March or early April.

Interns work with Planning Division staff to attain first hand public/local government planning experience and assist in various tasks and such as but not limited to researching zoning case files, typing reports, entering information in databases; administrative tasks such as filing, copying, printing; attend meetings with staff and development clientele; learn about Planning and Development processes; attend City hearing/committee meetings, and more as listed below. Interns may communicate and collaborate with various City Departments, Divisions, and Staff beyond the Planning Division.

INTERNSHIP RESPONSIBILITIES

- Assist with creating property ownership mailing labels
- Assist with preparing packets for hearing boards
- Assist with setting up for public hearings
- Assist with zoning verification letters
- Attend meetings with Planners; development clientele meetings, City staff meetings
- Creating GIS or other maps, GIS Map updates
- Data entry – new and existing databases
- Delivering documents to other City staff
- Direct customer contact in person, telephone, and/or email
- Filing paperwork
- Learn about site plan design, building design, zoning codes, and the like
- Organizing files
- Preparing public hearing signs
- Research for special assignments
- Research websites for property ownership, parcel numbers, corporations, zoning in other jurisdictions, businesses, images
- Researching zoning case history
- Scanning documents
- Website updates
- Work with customers responding to zoning and land use inquiries

DESIRED SKILLS

Self-motivated, communicative, detail-oriented, thorough, research and analysis, interpretation, database management in Excel and Word, grammar and writing, organization, and customer service in person and on telephone. Experience with GIS web editing and graphic design is helpful. Knowledge of zoning code, zoning districts, land use

regulations, measuring and reading dimensions on plans, hearing boards, building architecture, and site design is helpful. City of Chandler's values include Trustworthy, Commitment, Innovative, Teamwork, Personal Responsibility, Respect, Communication, Integrity, and Diversity. The office environment necessitates having professional behavior and appearance.

For more information, please contact:

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