



Planning Intern

Class Code:
11008

Bargaining Unit: None

Job Description

CITY OF RAMSEY
Established Date: Jan 30, 2018
Revision Date: Feb 5, 2018

SALARY RANGE

\$12.00 - \$14.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

The City of Ramsey is seeking an Planning Intern to assist staff with multiple ongoing City functions, projects and events including preparation of the Ramsey 2040 Comprehensive Plan Update, a variety of land use planning and zoning administration activities, processing applications for conditional use permits and enforcement of sign regulations, along with attending the monthly Planning Commission meetings, selected Environmental Policy Board meetings and various public workshops.

This is a temporary internship working 40 hours per week, Monday - Friday / 8:00 a.m. to 4:30 p.m. beginning in late April to early May and running through approximately mid-September depending on availability and workload. Work hours may vary depending on assigned projects or if the candidate is still attending school.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a valid unrestricted MN Driver's License with a good driving record
- Must be a current student pursuing a Bachelor's degree in planning, housing, geography, urban studies or a related field; or recent graduate looking to gain experience
- Must have intermediate Microsoft Office knowledge and skills
- Must have excellent written and verbal communication skills
- Must be able to work independently with minimal supervision

Desired Qualifications include:

- Previous experience working at a municipality or county office
- Previous experience in project management
- Previous experience in comprehensive planning
- Previous experience in building codes and zoning codes
- Previous experience with recycling programs
- Currently working on, or recently completed Master's Degree in planning, housing, geography, urban studies or related field

RESPONSIBILITIES:

- Assist in the preparation of Ramsey 2040 Comprehensive Plan Update
- Assist with administering and enforcing certain city code regulations (zoning, building or nuisance)
- Process sign permit applications and enforce sign regulations
- Assist with administering local land use controls and zoning regulations
- Process applications for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and administrative subdivisions
- Assist with the coordination of recordkeeping for the Community Development Department
- Assist with the administration of the City's Recycling Program
- Attend monthly Planning Commission Meetings and selected Environmental Policy Board Meetings, public workshops and City Council Meetings. May be asked to attend certain Economic Development Authority Meetings
- Attend additional public workshops related to the Comprehensive Plan
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of land use principles and trends
- Knowledge of county, state and federal regulations related to community development in a municipal setting
- Knowledge of urban land use planning principles and trends
- Knowledge of how to develop, interpret and apply the City Code
- Ability to gather data and develop clear concise reports
- Ability to follow verbal and written directions, and work with supervision to ensure that projects are completed thoroughly, accurately and on time.
- Ability to establish effective working relationships with City staff, elected officials and the general public
- Knowledge of English - spelling, grammar, punctuation and vocabulary
- Ability to use computers including Microsoft Word and Excel
- Ability to communicate effectively, both orally and in writing
- Ability to maintain clear, accurate records of activities

- Ability to handle stressful situations and deal effectively with angry or difficult people
- Ability to work with minimum supervision

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Sitting
- Standing
- Walking
- Carrying
- Handling Objects
- Repetitive Hand Motion

This position requires employees to be able to lift and carry up to 25 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job