



## CITY OF JOLIET POSITION DESCRIPTION

**TITLE: Summer Planning Intern**

**DEP/DIV: Planning/ Community Development**

**REPORTS TO: Planning Director**

**EMPLOYEE STATUS: Temporary (May-August)**

**SALARY/GRADE: Minimum \$18.00 per hour/ No Benefits**

**JOB CODE:**

**ESTABLISHED: 2/2020**

**FLSA STATUS: Non -**

**Exempt**

**LOCATION: City Hall**

### **GENERAL PURPOSE**

This temporary part-time position performs general planning and zoning duties for the City involving a wide range of assignments. The position is open only to full-time students enrolled in an accredited undergraduate or graduate degree level program and is expected to run from mid-May through mid-August 2026, for a minimum of 20 and a maximum of 40 hours per week. Flexibility in hours and employment dates is available to address individual needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides general support and assistance to the Community Development Department and Planning Division in the areas of current planning and permit reviews, long range planning, Zoning Ordinance administration and Code Enforcement;
- Assists the Planning Division staff in collecting and preparing data for various projects such as the Comprehensive Plan;
- Conducts field research as needed;
- Prepares reports and presentations of limited or variable complexity;
- Researches funding sources and writes grant proposals;
- Conducts basic office functions as needed, such as data entry and case file management;
- Assists other planning staff members and performs related duties and responsibilities as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent research, writing and public communication skills.
- Good judgment, thoroughness and dependability.
- Ability to plan, coordinate and manage projects.
- Ability to establish and maintain effective working relationships with employees and the public.
- Self-motivated and able to work independently in the absence of supervision;
- Proficiency in the suite of Microsoft Office products;



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- Graphic design ability and familiarity with Canva or the Adobe Suite of products (e.g. InDesign, Illustrator, Photoshop, etc.) is preferred;
- Arc GIS ability is preferred
- Physical skills necessary to perform the duties of the position.

### **QUALIFICATIONS**

#### **Education & Experience:**

- High school diploma or G.E.D equivalent
- Enrollment in a bachelor's degree program in urban planning, urban studies, geography, public administration, or a related field. Enrollment in a Master's degree program in urban planning, urban studies, geography, public administration, or a related field is preferred.
- Valid driver's license

### **SPECIAL REQUIREMENTS**

- Must have a personal vehicle available for out-of-office field work. Vehicle mileage will be reimbursed at the standard federal IRS mileage rate.
- Must submit a writing sample or relevant project example to demonstrate research, writing and public communication skills.

### **TOOLS AND EQUIPMENT USED**

Telephone, personal computer with appropriate software, copy machine, 10-key calculator, fax machine and any other equipment that may come into common use or be necessary to perform needed tasks.



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### **PHYSICAL DEMANDS**

The physical demand described here are representative of those that must be met by employee to successfully perform the essential functions of their job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those typically encountered while performing the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is generally performed in an office environment. The noise level in the work environment is usually quiet, except for office equipment background noises, subject to frequent interruptions by telephone callers and walk-in visitors.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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 the position.