

Jefferson County, West Virginia Job Description

Position Title:	Planning Intern	Grade Level:	N/A
Department	Engineering, Planning, and Zoning	Date:	Jan 24, 2025
Reports to:	Director of Engineering, Planning, and Zoning	FLSA Status	N/A

Statement of Duties: The Planning Intern’s primary task is to assist staff in preparing text amendments and ordinance updates. The intern will report directly to the County Planner for direction. This will principally be a research and writing role where the intern concentrates on data collection and analysis. Research can range from accessing databases; perform comparative analysis of ordinances, and finding articles on best practices in planning. Some field work may be required, as well as speaking with stakeholders and other governmental organizations. Additionally this role will include working with small groups to combine, condense, and present this information for public consumption. Public outreach will be part of this internship and will include recording and potentially answering public comments. This internship will require occasional evening meetings.

Work Environment: Work is performed in an office environment with some fieldwork.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Primary function is providing support to staff in drafting text amendments and policies to meet the long range planning goals of the County.
2. Perform research as directed on county level data from multiple sources; create reports and documents of findings as appropriate.
3. Provide sophisticated analysis of collected data and its application in the planning process.
4. Collect created research, analysis, communications, meeting notes, public comments, and additional material as appropriate in proper record keeping practices.
5. Assist staff in presenting oral and written data, analysis, and recommendations at meetings, conferences, workshops, and public sessions with county governing bodies, other government organizations, and the public as directed.
6. Participate in public outreach opportunities with staff. This could include presentations, technical assistance, recording comments, facilitating small group work sessions and other related tasks.
7. Create, maintain, and manage public content for online applications such as department website, public surveys, and internet maps.
8. Collaborate with GIS office in creating, utilizing, and maintaining maps used in the planning process.

Recommended Minimum Qualifications:

Education and Experience: Internship ideally suited for individual pursuing degree in Public Administration, GIS, Planning and Zoning, Geography, Environmental Science, or Political Science.

Knowledge, Abilities and Skills

Knowledge and Skills: Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, and Outlook. Strong organizational and record keeping skills, as well as time management skills are required. Effective research, written and verbal communication skills are critical.

Special Requirements: Employee will be required to work beyond normal business hours to attend occasional regularly scheduled evening meetings and additional meetings as needed and requested by the Chief County Planner, County Planner, or Director.

Physical and Mental Requirements

The physical demands 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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.