



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

PLANNING INTERN

Part-time hourly, Monday-Thursday

WAGE RATE: \$10.50* - \$12.15 per hour

*Subject to state increase effective January 1, 2018.

HOURS: Average 20 hours per week. Due to the temporary, hourly status, Planning Interns do not receive fringe benefits.

THE POSITION: Working a flexible schedule of up to 28 hours per week, performs responsible technical work in the field of current planning, advanced planning, environmental analysis, and code enforcement; duties may include, but are not limited to, the following: assist in the review of applications; perform work related to the administration of the City zoning program; review and process occupancy permits and conduct field inspections as necessary to assure conformance to City Code provisions; respond to public inquiries regarding zoning, signing, and related matters; research and prepare zoning and land use maps, plot plans, and related routine graphic displays for use by the Department, Planning Commission, City Council, and others; assist in research and preparation of complex written reports for Planning Commission, City Council, and others; take photos, videos, and field notes as required; assist in the coordination of general planning, building code enforcement inspections, and related activities with other City personnel.

DESIRABLE QUALIFICATIONS: Experience: No experience is necessary, however, some experience in performing research, graphics, computers, and responsible technical planning work is desirable.

Education: Enrollment in an accredited college or university with major coursework in urban planning, architecture, landscape architecture, or a related field is required. A completed bachelor's degree in those same fields is desirable but not required.

SELECTION PROCESS:	<u>EXAMINATION</u>	<u>WEIGHT</u>
	Written examination (if necessary)	Qualifying
	Appraisal Interview	100%
	Medical examination (including drug screen)	Qualifying

APPLICATION PROCEDURE: A City of La Verne employment application form must be filed with the Personnel Office in City Hall.

FILING DEADLINE: **5:00 p.m. on Monday, November 27, 2017**

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726

www.cityoflaverne.org

Equal Opportunity Employer