

POSITION ANNOUNCEMENT
CITY OF NEENAH
Department of Community Development and Assessment

INTERNSHIP

The City of Neenah is seeking qualified applicants for a limited term, paid internship position to work in the Department of Community Development & Assessment.

Period of Employment

Late May 2010 through late August 2010. Additional hours may be available during holiday/semester breaks.

Job Description

This position will perform a variety of day to day planning and zoning administration work, and work on projects related to the various facets of the department including planning and zoning, economic development, property assessment, and building inspections.

Duties will include, but are not limited to, the following: • assemble and analyze data or maps for planning projects • conduct research and analysis on various development codes and policies • assist with reviews of planning cases for Plan Commission • prepare public information/educational materials, including the use of social media • assist with meeting agendas and minutes for committee meetings • assist with marketing and business attraction efforts • various administrative tasks.

Hours and Compensation

Position to provide a minimum of 22.5 hours per week, with flexible hours usually between the hours of 7:30 a.m. to 4:30 p.m., Mon.-Fri. May work up to 37.5 hours per week (7.5 hours per day). Specific work days/hours to be set with successful candidate and supervisor.

Pay: \$8.25 per hour

Minimum Qualifications

Education and Experience:

- Graduation from high school and current enrollment in an urban/land use planning, public administration, architecture, economics, or closely related program. Recent grads will also be considered.

Knowledge, Skills and Abilities:

- Basic knowledge of principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning;
- Excellent communications, interpersonal, and research and statistical analysis skills;
- An independent work ethic is essential, as is an ability to work in a team setting;
- Ability to utilize MS Office suite including Word, Power Point and Excel.

Application Procedure

Applications are available at City Hall or on the City's website, www.ci.neenah.wi.us. To be considered for this position, submit a completed application to the City of Neenah, Human Resources Office, 211 Walnut Street, Neenah, WI 54956, or e-mail to manderson@ci.neenah.wi.us.

For more information about the City of Neenah, visit our web site at www.ci.neenah.wi.us.

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