



## **Urban Planner**

### **Internship Job Description**

#### **Duties:**

The selected intern(s) will work on one or more projects under the guidance of staff members and also independently, depending on the specific project(s). Interns will be expected to provide support to the Planning and Zoning Division in administering planning and zoning cases; updating City plans; files documents and maintains records in accordance with City policies; conducts outreach activities with neighborhoods; provides assistance on projects pertaining to City facilities; assists with preparation of annexation petitions and other documents related to land use and development; perform a variety of professional duties in support of the Planning & Zoning Division.

This position requires skills in:

- Understanding of the principles and practices of municipal and regional planning
- Some technical knowledge in demographic and economic analysis through coursework or experience.
- Some technical knowledge of zoning and subdivision regulations through coursework or experience.
- Demonstrated experience in working with local officials, interested citizens, and non-governmental organizations in the public planning process.
- Critical thinking and strong communication skills (graphic, written, and interpersonal) are essential
- Research, analysis, writing, organization, communication skills
- Efficient, thorough, detail-oriented, and dedicated to quality work
- The ability to work independently as well as in a collaborative environment
- The ability to establish and maintain effective working relationships
- Have strong oral and written communication skills;

**Minimum qualifications** – currently enrolled in an undergraduate or graduate program with major coursework in Urban Planning, Regional Planning or a related field. Basic computer skills are required. Must have a working knowledge of Microsoft Word, Excel, and Power Point. Should possess strong internet research skills, along with Power Point development skills.

**NOTE:** This is a non-paying position, unless through the Governor's Internship Program, however, credit hours are available as permissible by the local College or University.

How to apply: Submit an application online at [www.riverdalega.gov](http://www.riverdalega.gov) or in person at Human Resources 971 Wilson Rd., Riverdale, GA. 30296. Please include a cover letter indicating your interest in the Internship and a resume. Questions regarding the internship should be directed to Mr. Ellis Still, [estill@riverdalega.gov](mailto:estill@riverdalega.gov).