

## **Planning Intern**

Unpaid/ Part-Time

### **THE POSITION**

The City of San Fernando is seeking a responsible, dedicated and motivated student or recent graduate to become a part-time Planning Intern in our Community Development Department.

Under general supervision, the Planning Intern assists in the performance of a wide variety of entry level current and long-range planning activities; assists in organizing, conducting and presenting planning research studies; provides administrative support work in the department in order to become familiar with the overall functions of the department; and performs other related duties as assigned.

This position can be for Fall/Winter, Spring or Summer. The targeted start and end dates are flexible, and may depend on job opening and Intern's availability

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Interns will be trained to assist with performing essential duties, which may include, but not limited to, the following:

- Provides the public with information on zoning and current planning matters.
- Assists in the review of submitted applications for conformance with adopted budget, City plans and codes. Provides support in conducting special studies and applying appropriate research methods for resolving various planning related problems and functional programs.
- Assists in developing and implementing the Geographic Information System (GIS) components for land based, analysis and performs site inspections of residential and commercial projects.
- Provides day-to-day administrative and technical support to staff.
- Assists staff in preparing exhibits for City Council, Planning and Historical Commission reports and presentations.
- Updates maps and other planning documents, and photocopies construction documents, exhibits, and reports as directed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(CONTINUED)

- Assists planning staff with counter work and answering telephone inquiries and questions from the general public, developers and contractors regarding planning, zoning and other municipal code requirements.
- Performs other related duties as assigned.

### **DESIRED QUALIFICATIONS**

#### **Knowledge of:**

- Basic principles and practices of land use planning, and current planning research studies.
- Methods and techniques used to research, formulate and implement planning programs.

#### **Skills:**

- Strong research, analytical, and critical thinking.
- Excellent customer service.
- Organizational and problem-solving.
- Strong writing, proofreading, effective communication, and presentation.

#### **Ability to:**

- Analyze and interpret requirements of local, State and Federal Legislation.
- Use basic office computer software applications and/or advanced computer applications dealing with GIS, map creation, GIS modeling, and internet web page design and implementation.
- Establish and maintain effective working relationships with employees, official and the public.
- Understand and speak Spanish (desirable).

### **ELIGIBILITY REQUIREMENTS**

In order to apply for unpaid internship with the City, students and/or recent graduates must meet the following criteria:

- Demonstrate a strong interest in City government, public service, as well as a commitment to excellence. Preference will be given to residents of the City of San Fernando.
- Be at least 16 years of age.
- Be at least a high school senior.

### **ELIGIBILITY REQUIREMENTS**

(CONTINUED)

- Have a valid California ID Card.
- Attend an accredited educational institution, including but not limited to: high school, trade school, technical or vocational institute, college, university or graduate school. Recent graduates are eligible to apply, and do not have to show proof of enrollment.
- Have written permission from the institution at which he/she is currently enrolled to participate in internship program, if applicable.
- Have a minimum GPA of 2.0 on a 4.0 scale.

#### **Essential duties require the following physical and mental abilities and environmental conditions:**

- Sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrist; stoop, kneel, bend at the waist, crouch or crawl; and have close vision, color vision and the ability to adjust focus.
- Reads and interprets data, information and documents; and interacts with customers and/or the public, and dissatisfied/abusive individuals.
- Works in an office environment where the noise level is usually quiet.

### **INTERNSHIP SCHEDULE**

Internship start and end dates are flexible, and primarily depends on a student's availability and school schedule.

Generally, interns are expected to work a minimum of 15 to 20 hours per week during the fall and spring terms, and full-time during the summer. However, specific hours/schedules are flexible and negotiable.

### **CREDIT HOURS**

This is an unpaid internship for credit only, and is NOT eligible for benefits. Credit options can vary depending on the student's time commitment and the length of the program. Each intern is evaluated periodically by their supervisor, and a certificate of completion is provided upon completion of the program.

## SALARY AND BENEFITS

***\$0.00 Per Hour***

This is an unpaid, part-time internship program that is designed to accord participants an opportunity to learn and/or develop new skills, as well as knowledge and experience in a specific area of government, community and public service.

## APPLICATION PROCESS

Applicants must submit the following five documents in order to be considered for an interview:

- A completed copy of the City employment application form.
- An up-to-date resume.
- Evidence of current enrollment in school and grade report/transcript or diploma if recently graduated.
- Written permission from your school to participate in internship program (if currently enrolled).
- A cover letter stating which particular office/department and position you're interested in, and why.

Applicants should submit original copies of all five documents to the following address:

***City of San Fernando - Personnel Division  
117 Macneil Street, San Fernando, CA 91340***

Eligible candidates may be required to complete a background check, including reference check and/or DOJ fingerprinting. All appointments are made contingent upon successful completion of a post-offer pre-appointment physical, which may include a drug screen.

You may download an application via the City website ([www.sfcity.org](http://www.sfcity.org)) or pick one up at San Fernando City Hall (117 Macneil Street, San Fernando, CA 91340). For questions, please contact Michael Okafor at 818.898.1239 or via email ([MOkafor@sfcity.org](mailto:MOkafor@sfcity.org)).

## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

***The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital, veteran, sexual orientation, or other legally protected status in employment or the provision of services.***

***The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.***



**INVITES  
APPLICATIONS  
FOR**

***Planning Intern  
Unpaid/Part-Time***

## SALARY

***\$0.00 Per Hour***

## FILING DEADLINE:

**OPEN UNTIL FILLED  
Apply Immediately**