

**JOHNSON COUNTY
JOB DESCRIPTION**

Planning, Development & Sustainability Intern

DEFINITION AND DUTIES:

Under supervision, researches and reviews applications for subdivisions and rezoning, researches pertinent data and prepares reports, provides staff assistance to various boards and commissions, and assists the public.

Knowledge of:

- ◇ Basic office practices and procedures
- ◇ Planning and zoning history and theory
- ◇ ArcGis desktop software
- ◇ Collect data, keep accurate records, and prepare reports
- ◇ English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills

Ability to:

- ◇ Learn, apply, and articulate departmental policies and procedures
- ◇ Establish and maintain effective working relationships with county employees and the public
- ◇ Communicate effectively both orally and in writing
- ◇ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- ◇ Provide customer service that is courteous and responsive
- ◇ Exercise sound decision-making, ingenuity and inventiveness in the performance of assigned tasks
- ◇ Be detail oriented when working with documents and information
- ◇ Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- ◇ Use a computer for the purposes of geographic data maintenance, word processing, data entry, spreadsheets, presentations, email and the internet
- ◇ Operate common office equipment such as calculators, fax and postage machines, photocopiers, and multi-line telephones
- ◇ Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Follow oral and written instructions
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits production and review of a wide variety of materials in both electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to make handwritten notations which permits moderate to heavy use of a keyboard and mouse
- ◇ Have sufficient personal mobility to complete field work at various county facilities
- ◇ Sit, stand, bend, twist, reach, kneel, squat and climb
- ◇ Lift and/or move up to 25 pounds
- ◇ Work flexible schedule including occasional night meetings

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Completion of at least two years in undergraduate planning program. Bachelor's degree with acceptance into an Urban and Regional Planning Graduate Degree program and GIS experience preferred.

Special requirements: Valid driver's license and insurable under County liability coverage. May also require use of private vehicle for official business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Assist professional staff with subdivision plats, rezoning applications and research.
- ◇ Assist in short-range and long-range planning activities.
- ◇ Prepare written reports, recommending measures regarding development projects and rezoning requests.
- ◇ Answer inquiries from the public, and applicants regarding zoning issues and policies both in person and by phone.
- ◇ Prepare reports and generate maps using GIS.
- ◇ Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- ◇ Attend work regularly at the designated place and time.

FLSA Status: Non-exempt

Date Established: May 5, 2004

Date Revised: June 23, 2017

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.