

# CITY OF WATERBURY



## CURRENTLY ACCEPTING APPLICATIONS FOR A TEMPORARY PLANNING INTERN

Salary: \$20.00/hr. (Non-Exempt)

Standard Work Schedule: 35 hours per week, paid bi-weekly

### **EXAMPLES OF WORK:** (Illustrative only)

Provides support to Planning Department staff. Assists staff in the collecting and preparing data for various planning projects. Manages meeting calendars, create and mails commission and board meeting packages. Conducts field work, collects parcel data and searches land records. Prepares maps and planning reports of limited or variable complexity. Assists department staff at land use board meetings and community meetings. Works under the close supervision of department staff in the review, tracking and inspection of zoning and wetland permit applications. Conducts basic office functions as assigned, such as data entry, file management and customer service.

### **REQUIRED EXPERIENCE AND TRAINING:**

Course work in Planning, Engineering Tech, Building Construction, Architecture, Geography, Urban Studies or a related field. Six (6) months employment or volunteer experience with a land use planning or environmental agency desirable.

### **ADDITIONAL REQUIREMENTS:**

Valid driver's license. Must be in possession of a valid motor vehicle driver's license with a good driving history (SEE BELOW). This is a temporary position funded for a period of one (1) year from date of hire.

**In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.**

***To apply: Submit a Temporary Application to 236 Grand Street, 2<sup>nd</sup> FL, Room 202, Waterbury, CT 06702 or Fax to: 203-574-8087. For an application go to our website [www.waterburyct.org/jobs](http://www.waterburyct.org/jobs) or scan the QR Code below.***

