

Town of Lewisville PLANNING INTERN

SUMMARY DESCRIPTION

Under immediate supervision, supports the functions of the Planning Director while gaining knowledge of basic planning functions; and performs other duties as assigned.

ESSENTIAL DUTIES & TASKS

- Assist in the review of development applications for completeness including site, landscape and elevation plans, interpretation of zoning codes and Town ordinances.
- Provide technical support to planning staff by conducting research and preparing maps and graphics.
- To make presentations to various Boards & Committees.
- Assist in the enhancement of the department's record keeping system by organizing and computerizing files.
- Create and update material pertaining to the Town of Lewisville development approval process.
- Answer questions and provide information to the public; research information and assist higher level planning staff with inquiries pertaining to current or comprehensive planning.
- Participate in a variety of special projects as assigned.
- May be required to use personal vehicle for assigned duties.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Basic principles and concepts of planning.
- Basic report writing, research methods and data compilation.
- Principles of record keeping.
- General knowledge of operating a personal computer, various software programs such as ESRI ArcMap and MS Office and operating standard office equipment.
- Ability to understand and follow oral instructions and written communications.
- Good technical writing skills, the ability to research statutory requirements, and good organizational skills.

Ability to:

- Communicate in both written and verbal forms.
- Respond effectively to difficult and sensitive public inquiries.
- Speak and present information to various audiences.
- Provide high quality customer service.
- Understand and carry out oral and written directions.

Desirable Education and Experience:

- High school diploma or GED and a valid North Carolina driver license. Additionally, the candidate should be currently enrolled in, or have recently completed, an undergraduate or graduate program in geography, environmental science, engineering, urban planning, or a related field.

Physical Requirements

- Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; operate motorized vehicles.
- This position may involve fieldwork.