



## Job Posting: Planning Intern

The Buncombe County Planning Department is seeking to hire a Planning Intern. This position will support various functions of the Planning Department, including development services, long-range planning, stormwater and erosion control. Several stand-alone projects will be provided, as well as opportunities to engage in numerous aspects of local government planning department operations. Position is flexible and can allow a part-time schedule through June 2021 or full time during the spring semester. The intern position will include a total of 1000 hours at a pay rate of \$13/hour.

### POSITION FUNCTIONS

- Provides support for the Long Range Planning Project Team in work on the Buncombe County 2043 Comprehensive Plan
- Develops geospatial databases using ArcGIS products in relation to the County's Stormwater Program, and the Buncombe County 2043 Comprehensive Plan
- Assists staff in collecting and preparing data for various planning projects
- Conducts field work, collects parcel data and searches land records
- Assists planning staff at workshops, pop up meetings, and meetings of the Buncombe County 2043 Comprehensive Plan
- Conducts basic office functions as needed, such as data entry, file management, and customer service

### REQUIRED KNOWLEDGE & SKILLS

- Basic understanding of planning principles
- Experience and understanding of ArcGIS products
- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

### MINIMUM QUALIFICATIONS

- Coursework or experience with ArcGIS products
- Coursework or interest in the planning field
- Strong GPA
- Pursuing a Master's Degree in a related field is preferred, but those in a Bachelor's degree program will be considered
- Proficient in Microsoft Office (Word, Excel, etc.)
- Ability to provide examples of past work products in the interview process