



City of Burlington NC Planning Intern

SALARY	\$15.00 Hourly	LOCATION	Burlington, NC
JOB TYPE	Part-time	JOB NUMBER	2023-00110
DEPARTMENT	Planning	OPENING DATE	08/08/2023
CLOSING DATE	8/22/2023 11:59 PM Eastern		

Job Description

Collect data, conduct research on zoning-related tasks, perform document inventory, and provide technical and administrative support for the Department. The average weekly working hours for this position will range from 15 to 25 hours.

Examples of Duties

- Conduct reviews, with the guidance of staff, of rezoning applications and new development in the City.
- Attend City Council, Planning and Zoning Commission, and other meetings.
- Assist staff with the implementation of the City's adopted Unified Development Ordinance.
- Prepare agendas and other materials for presentations.
- Provide excellent customer service both in and out of the office setting.
- Perform records inventory and scanning, data collection, database development, and document editing.
- Support staff with general office administration.

Must be able to comply with instructions, meet deadlines, and be timely; contribute technical knowledge and creativity to department staff. Excellent organizational and communication skills are necessary. Proficiency in Microsoft Office, Google Earth, Adobe, Geographic Information Systems (GIS), and website content development is desired. This position will occur in an office/indoor setting with occasional outdoor fieldwork. Appropriate business casual dress will be expected during working hours.

Qualifications

A valid Driver's License is required. Candidates for this position must have completed one or more years of college courses in urban planning, public administration, or an associated academic field (i.e., sociology). Current enrollment is not required to apply.

Agency

City of Burlington NC

Address

PO Box 1358

Phone

Burlington, North Carolina, 27216-1358

336-222-5105

Website<http://www.burlingtonnc.gov>**Planning Intern Supplemental Questionnaire*****QUESTION 1**

By completing these supplemental questions, you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to any question. Resumes may be uploaded as a supplement to the online application. Resumes are not accepted in lieu of application and/or the Work History section. Yes, I understand and agree, No, I do not agree.

- Yes
 No

***QUESTION 2**

Do you currently possess a valid Class C driver's license?

- Yes
 No

***QUESTION 3**

Do you have a High School Diploma or a G.E.D.?

- High School Diploma
 GED
 I do not have either one of these

***QUESTION 4**

Have you completed at least one year of college courses in urban planning, public administration, or a related academic field (such as sociology)? Please provide the name of the institution, the degree pursued, and the number of years completed.

***QUESTION 5**

Please briefly describe the coursework you have undertaken in urban planning, public administration, or a related field. Highlight any relevant subjects or projects.

* Required Question