

DEPARTMENTAL INTERN

PURPOSE

To perform a variety of entry-level paraprofessional work, dependent upon area of assignment. Typically such work may involve: research, data collection, investigation, report and materials preparation, record keeping, and plans evaluation and processing, database maintenance, drafting, wastewater flow studies, measure and calculate project quantities, hydraulic and other analysis and assistance with general office and field tasks.

WORKING CONDITIONS

Work is conducted primarily in an office setting, but includes visits to proposed and existing construction sites with potential exposure to traffic hazards, noise, various weather conditions, and animal and insect bites.

PHYSICAL DEMANDS

Emphasizes speech, hearing and vision, and the ability to perform moderate lifting and carrying.

DISTINGUISHING CHARACTERISTICS

A Departmental Intern is a temporary entry level position designed to introduce the employee to a broad range of departmental experiences, dependent upon area of assignment, while accomplishing projects which are useful to the City.

SUPERVISORY GUIDANCE RECEIVED/GIVEN

Supervision received is intended to provide direct support and control as well as detailed instruction regarding work

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:
Conduct field investigations, by vehicle and on foot, and evaluate conditions of existing sites and report conditions into established format.

Gather, organize, and prepare information related to departmental research projects in both written and graphic format.

Assimilate and manipulate data for use by City in housing reports and other uses.
Provide information and assistance at a public counter, over the phone, and in writing to interested persons, regarding City standards and interpretations of regulations.

Assist in maintaining manual and automated departmental files and records.

Assess development proposals for conformity with City regulations.

Receive, review, and process zoning and land use applications.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of: basic land use or engineering principles, general planning, and zoning principles; applicable Federal, State and local laws and regulations; basic mathematical, statistical and data gathering methods; modern office procedures and equipment including computer hardware and software; correct English usage, spelling, grammar and punctuation; methods and techniques of public contact and problem resolution.

Ability to collect, record and analyze data; prepare and maintain accurate records; prepare clear, concise, grammatically correct documents; make neat and accurate drawings, maps and renderings; interpret and explain maps, drawings, specifications, legal descriptions and ordinances; interpret and apply a variety of zoning, land use and Departmental related regulations; communicate effectively orally and in writing; and establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Completion of the 12th grade or the equivalent.

Enrollment in, or completion of, post-secondary education in a program such as engineering or urban planning, or a related field, dependent upon the area of assignment.

Experience:

Prior experience in a public contact work environment is desirable.

OTHER REQUIREMENTS

Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.