



TEMPORARY
RECRUITMENT

PLANNING INTERN

24 hours per week, \$14.00 per hour



First Review of Applications: June 11, 2018

Interested candidates are encouraged to apply immediately.

POSITION

The Planning Intern works under the supervision and direction of a Senior Planner within the Community Development Department. This position will perform a variety of duties in support of the Planning Division's operations—administrative, clerical, and customer service.

This temporary assignment is scheduled to work up to 24 hours per week, with the duration dependent on funding.

EXAMPLES OF DUTIES

- Scan and digitize project files, and create summary tables of scanned information.
- Work with staff to organize filing system for scanned files.
- Conduct data collection and research for various Planning projects and surveys.
- Assist with updating Planning forms and handouts
- Research and respond to basic requests for land use and zoning information.
- Shadow public counter staff to gain customer service experience.
- Other duties as assigned.

REQUIREMENTS

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background will include: a high school diploma or equivalent and some college course work in city or urban planning, public administration or related fields.

Working knowledge of Microsoft Office Suite is highly desirable.

COMPENSATION & BENEFITS

The hourly rate for this position is \$14.00 per hour. This position does not receive benefits.

APPLICATION INSTRUCTIONS

To be considered for this position, submit a completed City application and resume through our online application system at www.fremont.gov/tempjobs.

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A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered. The position may close without notice.

SELECTION PROCESS

The process may include individual and panel interviews, criminal history check, reference checks, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue to be selected. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling

(510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Human Resources Department

3300 Capitol Ave., Bldg. B
Fremont, CA 94538
(510) 494-4660

