City of San Mateo, Community Development Department, Planning Division

Planning Intern

Paid Internship Description

The City of San Mateo Community Development Department is looking for one (1) Planning Intern

Why Join our Department?

The City of San Mateo is a progressive City that encourages staff and community engagement to develop positive solutions that meet the current and future needs of our community. You'll be joining a talented team in a fast-paced, dynamic work environment dedicated to serving the San Mateo community. The Community Development Department's core function is to ensure a quality commercial and residential environment, healthy neighborhoods, and a strong economic base that aligns with community objectives.

The Community Development Department's Planning Division provides a broad range of services, including review of applications for current development and long-range planning.

The intern must have an interest in pursuing planning as a career and will gain practical experience to be competitive in the job market. Enthusiasm, respect, accountability, collaboration, critical thinking, willingness to learn are attributes we are seeking in the candidates.

What You'll Be Doing

This paid internship will involve supporting research regarding a variety of activities, and assignments performing duties and responsibilities related to the daily functions of Planning Division as required.

**Please visit our* What's Happening in Development *page to review some of the exciting projects happening in San Mateo.*

Examples of Duties

Essential job duties and responsibilities include, but are not limited to, the following: gather and present data for special assignments, create illustrative graphics, flyers, and informational handouts, work on a variety of projects including housing and general plan updates, assist with current development and long-range planning projects, investigate and propose responses to questions or inquiries from residents, provide planning customer support at the public counter/virtual counter

Desired Qualifications

A positive professional attitude with effective verbal and written communication skills, strong research and analytical skills, proficiency in Microsoft Office applications, Adobe Acrobat Pro, Illustrator, InDesign, web-based resources or ArcGIS experience, ability to plan, organize, and coordinate workload, experience with interpretation of technical information and statistics.

Experience, Education and Training: Must be in the process of earning an undergraduate or master's degree in the fields of Urban Planning, Architecture, Geography, Public Administration, Public Policy, or related field.

Time Commitment

Flexible Schedule, up to 30 hours a week. Each intern is able to work a maximum of 1,000 hours per fiscal year.

Interview Process

All applications will be reviewed for minimum qualifications. Qualified candidates will be contacted for a virtual interview.

Compensation

$25.08 – 30.02 per hour

Supplemental Questions

1. Are you a current student enrolled in a university/college pursuing an undergraduate degree or graduate degree in urban planning, environmental studies, or related field?
2. Why are you interested in this intern position and what interests you about the City of San Mateo?
3. There are a range of issues, within planning such as urban design, environmental protection, historic preservation, or land use policy, among others. What topics interest you the most and why?
4. Describe an assignment related to planning, either at school or work that you really enjoyed. What made that assignment enjoyable?

For additional information, contact Somer Smith at 650-522-7214 or via email at ssmith@cityofsanmateo.org.

The City of San Mateo is an equal employment opportunity employer