

**The City of San Mateo invites applications for the position of
Planning Intern**

Salary: \$25.08 to \$30.02 per hour (Dependent on Qualifications)

Job Type: Internship (Per Diem)

Location: City of San Mateo City Hall
330 W 20th Ave, San Mateo, CA 94403

Hours: 20-40 hours per week/Flexible schedule

Application: An official City of San Mateo employment application and supplemental questionnaire are required.

THE 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, and willingness to learn are attributes we are seeking in the candidates.

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.*

THE POSITION: The Planning Intern will support the Community Development Department - Planning Division with research-based projects and assist staff with minor permit review. This internship is designed to provide hands-on experience in municipal planning, exposure to development review processes, and an understanding of how planning policies are implemented at the local level. The intern will work closely with planning staff and gain practical insight into zoning, land use regulations, and public-sector planning operations.

MINIMUM QUALIFICATIONS:

- BA/BS Candidate in City Planning, Architecture, Public Policy or a similar discipline
- Strong analytical, writing and verbal skills; effective written and oral communication
- Interest in municipal planning and public-sector work
- Familiarity with land use planning concepts or zoning regulations
- Strong attention to detail and willingness to learn

DUTIES: The primary projects will most likely include the following:

- Conduct research related to land use planning, zoning regulations, and special planning initiatives
- Assist planning staff with minor permit review
- Help organize and analyze planning data, maps, and project materials
- Prepare summaries and other written materials to support planning projects
- Assist with updating planning documents, handouts, and internal resources
- Participate in staff meetings and observe planning processes, as appropriate
- Provide general administrative support to planning staff as needed

Time Commitment

Flexible Schedule, up to 40 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.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by **April 15, 2026** on-line at www.CalOps.org.

or

Submit an official City of San Mateo application **and** your response to supplemental questionnaire by **April 15, 2026** to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

SUPPLEMENTAL QUESTIONNAIRE:

Please describe your interest in urban/municipal planning and what you hope to gain from this internship.

For additional information, contact Shelby Donohoe by e-mail at sdonohoe@cityofsanmateo.org

The City of San Mateo is an equal employment opportunity employer.