



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PLANNING INTERN

#25C-26

(CASUAL/SEASONAL)
16-24 hours per week

SALARY:
\$18.20-\$30.20 / hourly

Opened 10/13/2025
(Closing date 11/6/25)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in an interview with Planning staff.

Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits.

The Redwood City team is guided by the [core values](#) of excellence, **integrity, service, collaboration, inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect,

risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home.

ABOUT THE POSITION

The Community Development Department (CD) is seeking a value-driven team player to fill the position of Planning Intern. This internship provides an excellent opportunity for an enthusiastic college level student seeking broad experience within a dynamic City Planning Division. The Planning Division of the Community Development Department administers City Council policies contained in the General Plan, Zoning Ordinance, and other plans and ordinances. In addition, the Division establishes new and amended rules governing land use and urban design for adoption by City Council from the platform of the General Plan. The Division provides staff, professional service, and administrative support relating to the development, improvement, and preservation of affordable housing opportunities.

The Planning Intern will assist with a number of projects and efforts throughout the Division, which may include:

- Review of minor planning applications and building permits for compliance with required standards
- Prepare approval letters, staff reports, and presentations to the Zoning Administrator
- Shadowing and assisting Planning staff during public counter hours
- Conducting research for various strategic planning studies that could include Redwood City Greater Downtown Area Plan, Historic Preservation Ordinance updates.
- Preparing updates to forms, handouts, and other materials.
- Other appropriate tasks as needed.

THE IDEAL CANDIDATE

The ideal candidate will be a student currently enrolled in a community college or university and studying urban planning, urban design, environmental studies, or similar discipline. The candidate should enjoy working with a variety of City staff and the public. The candidate should be comfortable with asking questions and using this opportunity to experience how a City Planning Division functions. The ability to work through Summer 2026, at a limited capacity, is strongly preferred.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

MINIMUM QUALIFICATIONS

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

Education & Experience

- Current enrollment in an undergraduate- or graduate-level course of study in urban planning, environmental studies, or related field.
- Recent graduate with a degree in urban planning, environmental studies, or related field.

Knowledge of:

- Experience with Adobe Acrobat Pro, Microsoft Office (including but not limited to MS Word, Excel, Teams)

Ability to:

- Interact positively with the public in a professional, courteous manner
- Conduct research and clearly and concisely synthesize collected data for use by City staff and the public in written format and utilizing tools such as spreadsheets and graphs.

Special Requirements:

Must be willing to work at City Hall for a minimum of three business days from Monday-Thursday per week. ***Of the three workdays, one day must be Tuesday.***

TENTATIVE RECRUITMENT TIMELINE

- **Application Close Date:** November 6, 2025
- **Interview Time Period:** November 19 – 21, 2025

A City application including a supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DOJ/Fingerprints

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.





**SUPPLEMENTAL QUESTIONNAIRE
PLANNING INTERN #25C-26
CITY OF REDWOOD CITY**

Please answer the following questions.

1. What interests you about a Planning internship with the City of Redwood City?
2. There are a range of topics within the planning discipline such as land use policy, urban design, and historic preservation, among others. What topics interest you the most and why?
3. Describe an assignment related to planning, either at school or work, that you really enjoyed. What made that assignment enjoyable?

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

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