



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PLANNING INTERN

#24C-3

(CASUAL/SEASONAL)
16-24 hours per week

SALARY:

\$17.70-\$30.20 / hourly

Continuous

(First review date 4/22/2024)

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.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 85,000 residents. The City enjoys an average of 255 sunny days a year, which it boasts via the City slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City

formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Community Development and Transportation Department (CDT) 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 and Transportation 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:

- Shadowing and assisting Planning staff during counter hours
- Maintaining a database of Planning permit records and files to serve an online permit viewing tool;
- Conducting research for various strategic planning studies that could include: Central Redwood City Master Plan, an Accessory Dwelling Unit Showcase, and Historic Preservation Ordinance;
- Investigating opportunities for increasing public involvement in Planning Division activities;
- Investigating opportunities for new methods of communicating with the public using social media, videos, and newsletters
- Preparing updates to documents, 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 continue beyond the summer session in 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.

CITY VALUES

Our Core Purpose:
Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

MINIMUM QUALIFICATIONS

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

Education & Experience

- High school diploma
- Current enrollment in an undergraduate- or graduate-level course of study 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)
- Knowledge of social media tools, video production, website design is preferred, but not required

Ability to:

- Ability to convert collected data into spreadsheets, graphs and text that conveys its meaning to others
- Ability to interact positively with the public in a professional, courteous manner.

Special Requirements:

Must be willing to work at City Hall for a minimum of three business days (Monday-Wednesday) per week.

TENTATIVE RECRUITMENT TIMELINE

- **Application First Review Date:** April 22, 2024
- **Interview Time Period:** April 29, 2024 – May 3, 2024

If you have any questions about the internship opportunity, please reach out to James Dotson at jdotson@redwoodcity.org.

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 Fingerprint

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 #23C-3
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Why are you interested in this intern position and what interests you about Redwood City?
2. 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?
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.
Any provisions contained in this bulletin may be modified or revoked without notice.*