PLANNING DIVISION COLLEGE INTERN  
Community Development Department  

$13.13 - $17.07 per hour (for students in a Bachelor’s Program)  
$17.73 - $19.69 per hour (for students in a Master’s Program)  

The City of Gilroy is an equal opportunity employer and supports workforce diversity.

Application Deadline  
Friday, April 10, 2020 at 5:00 p.m.  

Oral Board Interviews  
To be determined.

ABOUT THE POSITION  
City of Gilroy is recruiting a college intern to work in the Planning Division of the Community Development Department. The Planning Division College Intern will support the City Planners, and will provide excellent customer service at the counter by: responding to inquiries, providing information, and checking permits and related applications. The Planning Division College Intern will have an opportunity to manage one or more current planning projects.

WORK SCHEDULE  
Internships can start as early as May 1, 2020 and end as late as September 30, 2020. There is a possibility for the internship to be continued through June 30, 2021 (on a reduced schedule as described below.)

Interns may work full time (40 hours per week) up to 11 weeks during summer or when school is not in session. Interns may work part-time (up to 25 hours per week) year round if working more than 11 weeks or when school is in session.

The official start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00 a.m. to 5:00 p.m. Interns may be assigned to attend some evening and weekend events, and off-site meetings.

ABOUT THE TEAM AND ENVIRONMENT  
The Planning Division team provides a supportive environment for interns to participate in projects at varying stages in order to gain a 360-degree view of planning cycles. The mentoring provided and learning opportunities are exceptional. Interns participate in meetings where discussions and questions are encouraged. Interns are provided with mentoring and hands-on learning experiences while being introduced to public service and local government policy.

THE IDEAL CANDIDATE:  
1. Will be in their junior year of college or higher (typically has completed 60 or more semester units.)  
2. Have an interest in further developing their areas of expertise in land use planning. Any previous training and experience in city planning is a plus.  
3. Any knowledge of California land use planning, decision-making processes related to planning, and the California Environmental Quality Act is a plus.  
4. Possess research and analytic abilities to collect and analyze data, summarize results, and form conclusions.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

Submit a complete online application with the following required items:
- Responses to supplemental questions  
- Resume  
- Cover letter  
- College transcripts  
- Copy of a related project or paper (Optional)

Applications that do not include all required items are incomplete and will not be considered.

Apply at www.governmentjobs.com/careers/cityofgilroy
**Important Information**
Prior to appointment and given at the City’s expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

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5. Has an interest in performing work in the public sector and contributing to the local community. The intern candidate should hope to gain a greater understanding of land use planning as a service to improve communities.

6. Have strong computer skills in Microsoft Office including Word, Outlook, PowerPoint, and Excel.

7. Experience with GIS is helpful.

8. Comfortable working in a team environment.

9. Have excellent written and oral communication skills.


11. Be energetic, with strong customer service skills, and a warm and friendly demeanor.

12. Be able to multi-task, and take direction and initiative with assigned projects.

13. Be a quick learner who is eager to learn new skills, and who is organized and is able to prioritize tasks.

### EXAMPLES OF DUTIES

- Respond to customers in person, in email, and on the phone. Professionally represent the Planning Division and provide excellent customer service at the front counter by greeting customers, responding to inquiries, and providing basic zoning information.

- Provide appropriate application forms and explain related processes, requirements, and timelines to customers.

- Create or edit existing application forms, presentation materials, and other planning materials.

- Complete plan checks for simple building permits.

- Preparing research documents and gathering information to support Planners.

- Manage one or more planning projects as assigned.

### QUALIFICATIONS

1. College majors in City\Regional\Urban Planning, Environmental Studies, Community Studies, or a related area of study may apply for this internship and should be one of the following:

   - A current college student in a Bachelor’s or Master’s program.
   - A current college student entering a graduate program.
   - A college graduate who obtained a Bachelor’s degree within the last year.

2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).

3. Pass a background check, including a Department of Justice criminal record check for employment.

4. Prefer non-tobacco user.