



THE CITY OF WESTLAKE VILLAGE INVITES APPLICATIONS FOR  
**PLANNING INTERN**







## A UNIQUE OPPORTUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to destinations throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work, and recreate, in California. As a City that is also known for professional and exemplary management, collaborative teamwork, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forwardthinking and customer service focused individual to serve as an Intern in the Planning Department.

## THE COMMUNITY

As the "City in the country," Westlake Village has a special smalltown charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; topnotch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and businesses alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness.

## THE PLANNING INTERN POSITION

The City of Westlake Village is seeking an enthusiastic Planning Intern who has the ability to develop and maintain positive and on-going relationships and interactions with the public, City staff, and consultants; the ability to complete tasks in a timely manner; and the appropriate skills in managing multiple projects and activities at the same time. The position will support the functions of the Planning Department while gaining knowledge of basic planning functions and other related duties as assigned. A motivated and organized individual who enjoys being nimble and adaptive to the needs of the organization will thrive in this unique position.



## DUTIES AND RESPONSIBILITIES

Under direct supervision of Planning Division staff, this position supports the functions of the Planning Department while gaining knowledge of basic planning functions and other related duties as assigned.

- The position will assist the public, City staff, and outside groups and agencies by providing information relevant to specific program areas; receives office and telephone inquiries; responds to complaints and requests for information relating to assigned responsibilities; refers callers to appropriate City staff for further assistance as needed.
- Operate a variety of modern office equipment including computer, copier, credit card machine, calculator, and fax machine; utilizes various modern planning computer applications and software packages.
- Learn the City's development application review process; learn to review applications for completeness; gain familiarity with site, topographic, landscape, and architectural plans; learn to read and interpret zoning codes; learn to read and explain City ordinances.
- Provide technical support to planning staff by conducting research and preparing maps and graphics.
- Learn to prepare agendas and reports for review boards and meetings; provide required information for specific meetings.
- Answer questions and provide information to the public; research information and assist higher level planning staff with inquiries pertaining to current or comprehensive planning.
- Research, collect, compile, record and summarize technical data; assist higher level planning staff assemble documentation for projects and presentations.
- Assist Planning staff in the implementation of the geographic information system (GIS) by performing research, data entry and site inspections.
- Assist in the enhancement of the department's record keeping system by organizing and computerizing files.
- Participate in a variety of special projects as assigned.

## DESIRABLE QUALIFICATIONS

The ideal candidate will have knowledge of modern office procedures, methods, and equipment including Microsoft Office Suite and other modern computer systems and equipment; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; mathematical principles; basic principles of business letter writing and report preparation; proper English language usage, spelling, grammar, and punctuation.

### Ability to:

Assist with preparing and presenting effective written and oral reports; learn to plan, organize and coordinate planning activities and projects; assist with establishing and maintaining cooperative relationships with City officials, staff, other governmental agencies, contract service providers and the public; learn to prepare graphs, drawings, maps, and other supplemental materials; understand and carry out emergency preparedness procedures; work effectively as a member of a team; and understand and carry out City policies.

The City of Westlake Village relies on the "contract city model" for the delivery of services by retaining a small, cross-trained staff. The City of Westlake Village prides itself on having staff who are highly responsive and dedicated to providing assistance beyond its residents' expectations. The Planning Intern will be part of a team that emphasizes these qualities in meeting the needs of the organization and community.

## MINIMUM REQUIREMENTS

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

**Education:** A high school diploma or G.E.D. equivalent, including or supplemented by additional college level training in urban planning, geography, or a related field.

Pursuit or completion of a bachelor's degree from an accredited college or university with major course work in urban planning, geography or geographic information systems, or related field.

**Experience:** Prior internship or other relevant experience in a municipal setting is desirable.





## COMPENSATION AND BENEFITS

The hourly range for this FLSA nonexempt position is \$23 to \$28 per hour. This internship position is not eligible for benefits (except as required by law). It is expressly excluded from the City's Personnel Policies, except for those sections that apply to all employees.

## SELECTION PROCESS

Applications will be reviewed for relevant experience, education, and training. The top finalists will be invited to participate in an oral/written process. A LiveScan check will be conducted, and a preemployment physical will be required. This appointment will be made by the Planning Director.

## HOW TO APPLY

To be considered for this exceptional career opportunity, please apply online by visiting the Employment Opportunities section of the City's website at: [www.WLV.org](http://www.WLV.org).

Deadline to apply is Monday, September 15, 2025, at 5:00 p.m.

Interviews are anticipated on Tuesday, September 23, 2025.

Questions regarding this position can be directed to Kristen Asp, Planning Director at (818)706-1613, or by email at [Kristen@wlv.org](mailto:Kristen@wlv.org)

## RESERVATION OF RIGHTS

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For more information about the City of Westlake Village, please visit the City's website at [www.wlv.org](http://www.wlv.org).

