

BATH CHARTER TOWNSHIP PLANNING INTERN

Position Title: Planning Intern

Position Description: An entry level land use planning position with focus on basic land use, demographic data collection, and analysis. Position requires solid research, writing, analytical, and communication skills with some knowledge of land use planning principles. The position offers the opportunity to gain experience in the day-to-day operations of a Township Planning Department, land use administration including site plan review, special use permits, and rezonings. Basic office functions include telephone and computer operation to include working with ArcGIS Pro. This is a part-time position with a time expectation of approximately 8-22 hours per week.

Position Qualifications: Entry level for a college junior, senior, or graduate level planning student who is self-motivated.

Minimum Qualifications:

- Ability to write and format professional planning reports.
- Ability to use Microsoft Word and Excel.
- Strong communication skills.
- Basic understanding of statistical methods commonly used in the planning industry.
- Has some knowledge of land use planning principles.
- Comparable training and experience will be considered for applicants who do not meet the previously described requirements.

Preferred Qualifications:

- Experience writing, formatting, and presenting various reports to other industry professionals and the general public.
- Experience using statistical methods to conduct analysis of land use characteristics, zoning, natural resources, and demographic information.
- Experience using the U.S. Census Bureau Data Portal.
- GIS experience.

Examples of Work Activities: Research and production of GIS mapping for land use characteristics, zoning, natural resources, and demographic information. Research and preparation of reports for the Planning Commission dealing with the Comprehensive Development Plan, Site Plan Review, Special Use Permit Application Analysis, Rezoning Applications, Flood Plain data, and other reports as directed. Interaction with the general public, realtors, engineers, designers, and others seeking detailed land use information.

Position Supervision: Planning Intern position reports to and is supervised by the Bath Charter Township Planner.

Compensation: Hourly rate starts at \$16.00