The City of Grand Haven and Spring Lake Township are seeking a Planning Intern. This individual will perform under the joint direction of Jennifer Howland, Community Development Manager of Grand Haven and Lukas Hill, Community Development Director of Spring Lake Township.

The successful individual will complete plans, projects, and meet deadlines associated with current and long range planning projects.

This is a Summer Internship meant for a current student or recent graduate in planning, architecture, or landscape architecture.

Applications and a complete job description are available at City Hall or by visiting our website at www.grandhaven.org.

This is a paid internship, $10.00/hour, and averaging 10-20 hours per week. The actual schedule will be flexible to meet the needs of the intern and the departments.

Equal Opportunity Employer

Drug Free Work Place
CITY OF GRAND HAVEN
JOB DESCRIPTION

PLANNING INTERN

Supervised By: Joint Supervision - Community Development Manager in Grand Haven and Community Development Director in Spring Lake Township

Supervises: None

Position Summary:
Under the joint supervision of the Community Development Manager in Grand Haven and the Community Development Director in Spring Lake Township, performs a broad range of tasks. Completes plans, projects and assists in meeting deadlines associated with current and long range planning projects. Internship is structured to provide a valuable learning experience in the areas of particular interest to the intern as well as achieve production and assistance to the communities of Grand Haven and Spring Lake Township.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist in the management of the long range planning and recreation initiatives of each municipality.
2. Assist in the preparation of reports, answers questions in the office and over the phone, provides research and administrative assistance.
3. Assists in creating planning reports for the City and Township boards and commissions.
4. Attends and presents at public meetings.
5. Researches and prepares grant applications and assists with current grant administration.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Current student or recent graduate of a bachelor’s or master’s degree program in planning, architecture or landscape architecture.
• Interest in a career in community planning, recreation, or economic development.

• A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.

• Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

• Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.

• Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.

• Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

• Ability to attend meetings outside of normal business hours.

• Ability to travel to various locations within the City and Township.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations.

An employee in this position is also required to occasionally work outside the office at field sites, including visiting development sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress.