



## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Intern, Planning	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	INT928
<b>DIVISION:</b>	Current Planning	<b>DATE:</b>	04/11/2017
<b>REPORTS TO:</b>	Manager, Current Planning	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b>	XXX	<b>COST CENTER:</b>	601
<b>REPLACES:</b>		<b>LAST REVISED DATE:</b>	03/01/2013

### JOB SUMMARY STATEMENT:

The intern will work under the direction of the Current Planning Manager. Serve as Planner of the Day, Assist with Unified Development Ordinance update and related research, Research and prepare exhibits using GIS, Update GIS records, Scan and index files and plans, Assist with Comprehensive Plan update, Land use survey and neighborhood planning activities as needed, Assist with FEMA's Community Rating System Annual reporting requirements, review legal documents

### DUTIES AND RESPONSIBILITIES:

1. Serves as Planner of the Day. Assists citizens by phone or in person answering a wide variety of inquiries regarding planning issues. Provides interpretations of the Unified Development Ordinance and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.
2. Assists with Unified Development Ordinance analysis framework and related research.
3. Prepares Planning Commission exhibits using GIS.
4. Scans file documents; performs ADA ramp inventory; and assists with Comprehensive Plan update, Land Use Survey and Neighborhood Planning activities as needed.
5. Assists in reviewing and organizing floodplain development permit files and gathering data needed for future program audit.
6. Performs other duties as assigned.

### GENERAL QUALIFICATIONS

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#### EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

- Undergraduate or graduate student level with course studies in Land Use Planning, Land Use Law, Comprehensive Planning, and Geographic Information Systems.
- Must have a valid driver's license and maintain an insurable driving record.

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**EXPERIENCE:**

- No experience required.

**SKILLS:**

1. Good oral and written communication skills.
2. PC skills.
3. Good listening skills.
4. Working knowledge of PC software applications such as word-processing, spreadsheet and graphic presentation (Word, Excel, Outlook and GIS).
5. Attention to detail.
6. Basic math and accounting skills.

**MENTAL REQUIREMENTS:**

1. Ability to read and understand site plans.
2. Alpha/numeric recognition.
3. Ability to read and comprehend city, state and federal ordinances and policies.
4. Logical reasoning.
5. Ability to carry out assignments through oral and written instructions.
6. Ability to learn and understand PC software applications.

**PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer...
2. Visual stamina and acuity adequate to review alpha/numeric data and maps.
3. Ability to make and receive phone calls.
4. Ability to operate City vehicles.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by interns within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of interns assigned to this job.