



CITY OF FONTANA

PLANNING INTERN I/II/III

(Part-time, At-Will, no benefits)

I: \$10.50 – \$12.76/hr (Undergraduate Student)

II: \$11.33- \$13.77/hr (Recent Graduate)

III: \$12.36 – \$15.02/hr (Graduate Student)

DEFINITION: Under direct supervision, assists in a wide variety of routine assignments and research in current and advanced planning to obtain experience and training in the principles and practices of urban planning and development. **Work schedule will NOT exceed 20 hours per week.**

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Conduct studies and surveys, compile and tabulate data for use in reports and analyses.
- Write reports, manuals and plans.
- Research information for compilation in reports.
- Provide routine information to the public.
- Attend required staff meetings.
- Operate a computer and related software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Be punctual and responsible in the performance of assigned duties.
- Perform any other tasks or functions deemed necessary to the daily operations of the Planning Division.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING: **Intern I:** must be an enrolled undergraduate student in the field of Public Administration, Urban Planning, Geography or other related area. **Intern II** requires that the candidate has graduated within the past 6 months with an undergraduate degree in Public Administration, Urban Planning, Geography or other related area. **Intern III** must be enrolled in graduate school pursuing a Master's Degree in Public Administration, Urban Planning, Geography or other related area. Knowledge should be appropriate to the level of study of the theory and principles of the relevant subject, and the goals and functions of the department. The Intern should possess the ability to reason logically and draw sound conclusions.

TRANSCRIPTS/PROOF OF ENROLLMENT MUST BE SUBMITTED WITH THE EMPLOYMENT APPLICATION.

LICENSES/CERTIFICATIONS: Possession of a valid CA Class "C" Driver's License.

APPLY: Applications available online at www.fontana.org/jobs or in person at the Human Resources office. Resumes will not be accepted in lieu of a City application packet. Facsimiles or postmarks not accepted. All applicants will be notified of the selection process via e-mail.

CLOSING DATE: Thursday, September 28, 2017 at 5:00 p.m.

09/12/2017