

# Planning Intern Tompkins County

**Department:** Town of Ithaca; Town of Dryden

**Classification:** Non-competitive for the Town of Ithaca per NYS CSC 10/22/96. Competitive PJC for all other jurisdictions.

**Approved:** Originally created 02/1995

**Revised:** 10/96; 02/15; 3/17; 11/2021

**By:** RP, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

This opportunity is open to candidates currently enrolled in a regionally accredited or New York State registered college or university with a major in Planning, Landscape Architecture, Environmental Studies, Sustainability, Energy Use, Climate Change, Geography, Engineering, or a related field, or to individuals who have graduated within the last 18-months.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL NOTES:**

The Internship is limited to a maximum of two years.

If an active college student, you must attach to your application documentation from your registrar's office showing that you are currently enrolled in college as a student in good standing. If graduated, attach a copy of your transcript. Failure to do this will result in "incomplete" status and your application will not move forward in the process.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position assists the planning/sustainability staff in the daily routine of the Town Planning Department. This position provides an on-the-job learning experience for college students or recent graduates of the planning field while performing productive work for the department. The work is performed under direct supervision of technical or professional employees. The incumbent will perform related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Conducts field surveys;
- Collects and analyzes data regarding land use, natural resources, population, housing, energy use, community services and facilities, etc.;
- Writes reports based on data collected;
- Does mapping, site planning, and other design work;
- Performs a variety of tasks using a personal computer and/or geographic information system.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good writing skills;
- Ability to read and prepare maps;
- Ability to prepare records and reports;
- Ability to operate IBM-compatible and Macintosh personal computers;
- Ability to perform research;
- Ability to work effectively with others;
- Willingness to learn.
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 02/1995

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