

**BOROUGH OF GETTYSBURG DEPARTMENT OF
PLANNING, ZONING, AND CODE ENFORCEMENT**

JOB TITLE
PLANNING INTERN

SCHEDULE
Flexible schedule during the Mon-Fri 8:00a-5:00p work week
Evening as needed for public meetings

SALARY
\$13.00/hr.

JOB DESCRIPTION

SUMMARY

The Borough of Gettysburg is seeking a Planning Intern to assist with technical and administrative functions within the Planning Department. Interns can expect to gain experience in a wide variety of planning functions such as research and preparation of reports for Planning Commission and Borough Council, evaluation of current ordinance standards and proposals for revisions, permitting intake and preliminary review, and preparation of public education and outreach materials.

EXAMPLES OF DUTIES & RESPONSIBILITIES

The information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

- Evaluate current ordinance standards and present alternatives and proposals for revision
- Prepare Commission and Board meeting packets
- Prepare planning reports of limited or variable complexity
- Produce sketches and renderings of limited or variable complexity
- Present research findings at community meetings
- Research funding sources and write grant proposals
- Conduct basic office functions as needed, such as data entry and file management

TYPICAL KNOWLEDGE/SKILLS

- Basic understanding of planning and land use principles
- Ability to use computer software to generate documents to graphically communicate information, such as maps, site sketches, and photos.
- Ability to write professional reports, correspondence, and memos.
- Ability to maintain confidentiality in relation to ongoing investigations and other activities or records involving protected information.
- Ability to work independently with minimal supervision.

SUPERVISION

This position typically receives supervision from the Planning Director; This position typically does not give supervision to others.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work will be performed in an office environment with computer and office equipment in relatively close proximity with others. Some field work may occur on public roads and sidewalks, or in buildings involved in inspections.

ADDITIONAL EMPLOYMENT INFORMATION

The Borough of Gettysburg is proud to be an equal opportunity employer, committed to workforce diversity. The Borough will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should notify cmarshall@gettysburgpa.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity, or gender expression.

APPLICATION PROCESS

Interested applicants can email a completed application form with cover letter and resume to cmarshall@gettysburgpa.gov.

