General Position Information

Job Title	Parking Planning Intern		
Position Reports to:	Division Manager, Parking Planning		
Department	Operations	Salary	$16.00 Undergrad
Division	Planning		$17.00 Graduate
Work Location	211 N. Paca Street Baltimore, MD 21201	Work Type	In-person / hybrid
		Employment Type	Internship

Job Summary

The Parking Planning Section Intern will examine parking issues and work with other parking planning staff to develop solutions for community stakeholders. The position will also assist with parking studies, evaluate on-street parking regulations, and provide recommendations to improve upon current operations.

Essential Task Responsibilities

- Assist in field investigations and analyze data to assess the occupancy of parking supply;
- Gather geographic and other parking related data and input into existing database structures;
- Review and offer suggestions of existing databases;
- Review and analyze data collection methods including for geographical software (GIS);
- Collaborate with other members of the planning section on various projects;
- Attend inter-agency meetings such as Site Plan Review, Planning Commission Hearings, City Council meetings, and Bicycle Advisory Commission meetings;
- Assist with site visits, reaching out to other agencies for information, and researching current legislation;
- Apply learned regulations when required to report on various tasks such as data collection findings and field investigation findings;
- Investigate and research best practices in parking;
- Evaluate recommendations made by team members, management, and community members and give feedback;
- Work with Planners to maintain the GIS-based parking supply database, offer suggestions regarding utilization maps that include results from field investigations.

Qualifications

- Upper Class Undergraduate Student majoring in Political Science, Planning, Geography, or related field;
- Graduate Student in City and Regional Planning

Knowledge, Skills, and Abilities Requirements

- Knowledge of the Parking Authority and work of the Parking Authority;

- Knowledge of and ability to use Microsoft Office Suite such as Outlook, Excel, Word, PowerPoint, Teams, OneDrive, etc.;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to write reports and create spreadsheets;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to effectively present information and respond to questions from team members, supervisor, and others at times;
- Ability to communicate with team members, customers and external community public

Supervision Received and Exercised

The Division Manager, Parking Planning will oversee the tasks and projects assigned to the Intern. Goals and objectives will be established and reviewed during the course of the internship. Additional oversight from the Planning team members will assist the Intern in meeting goals and objectives.

Physical Requirements

The office environment is conducive with regulated office temperatures and lighting. The noise level can occasionally be moderate. The Intern will frequently sit, stand, walk, stoop, bend, use hands and reach with hands and arms. Occasional light lifting, such as three or four reams of paper or other materials up to 40 pounds may be required. Specific vision abilities required are close and distance vision and ability to adjust focus. The outer office environment is conducive to outdoor weather conditions.

Location

The office is located in Downtown Baltimore City. Parking is available and provided in the Market Center Garage. Public Transportation is accessible on the blocks around us to include MTA bus transit, Metro Subwaylink and Light Raillink.

Schedule and Compensation

This opportunity is slated for the Summer Semester/Break. The expected duration of the internship is ten (10) weeks, starting the end of May or beginning of June. The schedule is flexible, 20 hours or less, and will be determined in advance. The hourly rate is $16.00 for an undergraduate or $17.00 for a graduate.

Application Process

Submit your Cover Letter and Resume to employmentopportunities@bcparking.com with the title, Parking Planning Internship in the subject line. Attach any samples of projects relevant to this opportunity.