



# Position Announcement

## Community Development Intern

Posting Date: February 27, 2023

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**CLOSING DATE:** March 31, 2023 at 5:00 p.m.  
**HIRING RANGE:** \$15.00 - \$18.00/hour, D.O.Q.  
**HOURS PER WEEK:** Monday - Friday from 8:00 a.m. - 5:00 p.m. for the summer season (approximately May - August).

The Village of Algonquin is seeking an enthusiastic, self-motivated, and reliable individual to join our team as a Seasonal Intern in the Community Development Department this summer.

### **SUPERVISION RECEIVED**

Works under the guidance and direction of the Community Development Director and Deputy Director; however, this position may be assigned to work with the Senior Planner and/or Building Commissioner, if needed.

### **DUTIES AND RESPONSIBILITIES**

*Essential responsibilities and duties may include, but are not limited to, assistance with the following:*

- Customer service
- Perform field inspections
- Production of maps using GIS
- Permit review and processing
- Residential zoning request reviews
- Development and site plan reviews
- Ongoing departmental special projects
- Conducting on-site field work and data collection
- General office work, including scanning and filing of plans
- Other related duties as required

### **REQUIREMENTS:**

**Education/Experience:** Current or recent participation in an undergraduate or graduate program in urban planning, geography, architecture, or a related field is preferred. The position requires a valid driver's license.

**Skills:** Ability to work independently and effectively in a team environment is required. Strong ability to deal with the public in a tactful and courteous manner; excellent organizational and problem-solving skills; ability to work well in a team-based environment; moderate knowledge of local government practices, procedures, and operations; ability to understand and follow written and oral directions; ability to multi-task and adapt to changing priorities. Working knowledge of Microsoft Office is required; familiarity with GIS and Adobe Suite is a plus.

### **TO APPLY:**

Interested candidates are required to complete and submit an [employment application](#) and resume.

***The Village is an equal opportunity employer.***