



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

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|----------------------|--------------------------------|
| Name of Organization | Baker City Planning Department |
| Street Address | P.O. Box 650 |
| City, State Zip Code | Baker City, Oregon 97814 |
| Web Site | www.bakercity.com |

Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

Baker City is an isolated community of 10,000 located in what is one of the most spectacular remnants of the undeveloped mountainous West. It is a 1950s retro community, forgotten by time and steeped in volunteerism, that has embarked on a grassroots-driven planning renaissance. The Planning Department is as much an enigma as the town – small, innovative, and highly experienced all wrapped in a supportive work environment.

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Planning Intern

Baker City seeks a Planning Intern for 6 to 12 months. The format of the internship is designed to accommodate those who might be interested in either taking a semester leave from advanced studies in planning, or an extended one-year opportunity. The selected applicant will be assigned a range of front-line responsibilities, after initial training, in the area of current planning. Duties will involve working directly with the public and the Planning Commission in the review and processing site plans, minor subdivisions, variances, and conditional use permits. Other duties will include staffing the City's "Tree Board" and involvement in enforcement activities. The intern may also assist in a variety of advanced planning special projects and studies related to comprehensive plan development, urban revitalization, and economic development strategies.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required:

We are seeking an intellectually engaged recent graduate or someone approaching graduation – an individual who combines the basics of technical training in planning and a “can do” attitude in an atmosphere where we have to do it all and happen to like it that way. Any combination of coursework in site plan review, code administration, urban design, community involvement, and graphics would be ideal. An interest in any of the following areas could also be put to creative use: historic district revitalization; form based codes; bicycle, hiking, and/or horse-related, micro-economic development strategies; the empowerment of an arts community; and planning strategies centered on quality-of-life enhancement.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 40

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

| | | |
|---|------------------|----------|
| Yes <input checked="" type="checkbox"/> | \$2083 per month | Stipend: |
| No <input type="checkbox"/> | | |

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) **Summer X Ongoing X**

Student Application Procedure & Deadline

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|---|------------------------------------|
| X E-mail cover letter and résumé to site supervisor | |
| Other: Include unofficial university transcript | Application Deadline: May 15, 2008 |

Contact Information

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|-----------------|-----------------------|
| Site Supervisor | Dr. Donald Chance |
| Title | Planning Director |
| Work Phone | 541-524-2030 |
| E-mail Address | dchance@bakercity.com |