



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	City of Eugene Planning Division
Street Address	99 W. 10 th Avenue
City, State Zip Code	Eugene, OR 97401
Web Site	www.eugene-or.gov/planning

Description of Organization:

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

The Planning Division for the City of Eugene is comprised of the following work sections: Land Use Planning (current planning), Metro and Community Planning (long range planning), Neighborhood Services and Administration staff. This position is primarily with the Land Use Planning Section which consists of eight planners and is responsible for administering the City's land use code through the processing of all land use applications. This section is also responsible for processing amendments to the land use code and providing information to the public at the City's Permit and Information Center.

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.**

Intern Planner Level I/Level II, Land Use Planning Section. The primary focus of this position is to provide assistance to the Land Use Planning Section of the City of Eugene Planning Division. Responsibilities will include a variety of professional planning duties and tasks related to current planning; assists project manager on processing of land use applications; researches information on planning related matters, such as zoning ordinances, land divisions, and other land use applications.

Duties may include, but are not limited to, the following: Analyzes and evaluates land use applications (such as property line adjustments, land divisions); prepares appropriate public notices; evaluates data; interprets applicable laws, codes, and ordinances, and makes appropriate recommendations; coordinates reviews and negotiations with other City departments. Other duties may also include assistance with public meetings, and research and assistance with long range planning projects and public outreach.

This position provides an opportunity to work in a professional team environment and work in the public sector, learn about the Oregon Statewide Planning Goals at the local level, learn how to interpret and apply portions of the City's Land Use Code to specific development proposals, and learn general procedures for processing land use applications.

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

General knowledge and skills required: An Intern Planner Level I is not expected to have any planning work experience, but is expected to be working towards building experience in, or a degree with major course work in, urban and regional planning, architecture, landscape architecture, or a related field. The intern should be capable and demonstrate a desire to learn City regulations related to plans, public policy and zoning, communicate clearly and concisely both orally and in writing, and work well independently and within a team setting. In addition to the Intern Planner Level I qualifications, a Level II is expected to have some work experience in planning or a related field.

Hours: The academic term is 10 weeks.

Anticipated hours/week: The position will require 12-20 hours per week (two school terms at 12 hours/week or one school term at 20 hours/week). Interns opting for the longer duration option (two terms) will be involved in more stages of the land use application review process.

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

Yes <input type="checkbox"/>	Hourly Wage:	Stipend:
No <input checked="" 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 (May 15) Ongoing

Student Application Procedure & Deadline

<input checked="" type="checkbox"/> E-mail cover letter and résumé to site supervisor	
Other:	Application Deadline: May 23, 2008 at 5 p.m.

Contact Information

Site Supervisor	Heather O'Donnell (subject to change)
Title	Associate Planner
Work Phone	(541) 682-5488
E-mail Address	heather.m.odonnell@ci.eugene.or.us