



**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 Sherwood
Street Address	22560 SW Pine Street
City, State Zip Code	Sherwood, Oregon 97140
Web Site	www.ci.sherwood.or.us

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

The City of Sherwood is located approximately 15 miles southwest of Portland. The population of the city is approximately 16,300. This internship position would report to the Planning Manager. The Planning Department consists of four full-time planners and one part-time administrative person. This position would include gathering data in the field as well as data entry/research/reporting in the office.

**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.**

The City of Sherwood is seeking a short-term intern for an inventory of signs in the city. The intern would log all signs in the commercial and industrial zones in the city, identify those signs out of compliance, draft letters to property owners to identify non-compliance, and present findings and recommendations for future action to the Planning Commission. We anticipate the duration of this internship to be about 120 hours. The intern would be based at City Hall in Sherwood and would use a city vehicle to complete work. **A valid driver's license (any state) is required.**

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

**General knowledge and skills required:** Basic understanding of urban planning. Some experience reading development codes. Basic word processing, research and data collection skills required. Experience with code compliance or city government preferred but not required.  
**Valid driver's license (any state) is required.**

**Hours:** The academic term is 10 weeks.

Anticipated hours/week: 120 total hours

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

Yes

Hourly Wage: \$10.00

Stipend:

No

**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

E-mail cover letter and résumé to site supervisor

Other:

Application Deadline: May 16, 2008

#### Contact Information

Site Supervisor	Heather Austin, AICP
Title	Senior Planner
Work Phone	503-625-4206
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