



COMMUNITY
DEVELOPMENT (925) 673-7340
ENGINEERING (925) 672-9700

6000 HERITAGE TRAIL • CLAYTON, CALIFORNIA 94517-1250
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City Council
GREGORY J. MANNING, *MAYOR*
JULIE K. PIERCE, *VICEMAYOR*
DAVID T. SHUEY
HANK STRATFORD
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PLANNING INTERN COMMUNITY DEVELOPMENT DEPARTMENT
(Temporary / Seasonal)
Salary \$14.00/hour

The City of Clayton is seeking a part-time/full-time (Monday through Friday, flexible daytime hours), Planning Intern to provide staff assistance to its Community Development Department.

Under direct supervision, the Intern will provide assistance in a variety of current and long range planning projects. Depending upon the Intern=s qualifications, these projects could include, but are not limited to, the following:

- Conducting a variety of current planning duties and responsibilities
- Special studies on stormwater management and solid waste/recycling issues
- Preparing draft staff reports
- Assisting department staff with administrative duties
- Updating various planning, stormwater, and/or solid waste recycling databases

Interested candidates should be enrolled in the pursuit of a Bachelor=s or Master=s degree in urban planning, geography, or a related field from a recognized school and are desirous of on the job or practical experience and have a minimum GPA of 3.0. Knowledge of computers and word processing software (Windows XP, Microsoft Word, and Excel) is highly desirable.

Compensation and Benefits

The compensation for this position is \$14.00 per hour with a maximum of 500 hours that can be worked within a fiscal year. Benefits are not provided, other than workers= compensation coverage.

Selection Process

The most-qualified applicants, as determined by an initial screening of applications, will be invited to participate in an interview process, which may consist of both written and oral portions. An appointment will be made from the eligibility list established from the results of the interview process.

City application and resume required. To download an application form, please visit our web site at www.clayton.ca.us. Applications and resumes must be mailed or delivered to, Community Development Director, City of Clayton, 6000 Heritage Trail, CA 94517 **no later than 5:00 p.m., May 30, 2008**. Postmarks are accepted. For an application packet, please call (925) 673-7300, write to ljackson@ci.clayton.ca.us, or download a City application form from our website at www.clayton.ca.us.

The City of Clayton is an equal opportunity employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with Federal law, the City of Clayton will only hire individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility. In accordance with the Americans with Disabilities Act, should special accommodations be necessary at any stage of the selection process, please contact the City Clerk at (925) 673-7300.

Information contained herein is subject to change without notice.

Dates07/0411-Intern Job Announcement-1

POSITION DESCRIPTION

A Planning Intern performs a variety of routine activities to assist City staff, including Community Development Department staff. Duties involve tasks that can be readily learned by on-the-job training and which require some judgment in their execution. A Planning Intern may work independently on research or routine recurring assignments. Responsibilities may include: research in the areas of long-range planning, subdivision review, current planning, design review, or stormwater management; assisting in the preparation of staff reports for the planning commission and city council; and providing information and some explanation to customers about the City's land use and stormwater regulations.

Distinguishing Features: A Planning Intern is trained and supervised by a professional city staff member through observation, discussion, and review of work. A Planning Intern may also receive direction from staff being assisted.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and experience equivalent to three years of college level study with a major in urban planning, urban geography, architecture, landscape architecture, public administration, or a related field, and some (3 months - 6 months) experience in conducting research and analyzing problems and issues related to City planning and land use controls. College level class activity and requirements can apply towards this required experience.

ESSENTIAL FUNCTIONS

Communication: Explains code requirements and City policy for the various development activities. Produces professional quality reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to explain codes and policies applicable to specific development proposals. Explanations are clear and can be understood by lay people.

Manual/Physical: Enters information into a personal computer and operates a variety of standard office equipment (printer, copy machine, fax machine, calculator). Learns job-related material primarily through verbal instruction and observation of other City staff interacting with customers.

Mental: Learns job-related material, primarily through verbal instruction and observation in an on-the-job training setting, regarding written City regulations and staff reports.

Knowledge and Abilities:

Knowledge of:

- Theories, principles, and practices related to land use planning and development;
- Research methods;
- Computer software applications, particularly word processing, spreadsheet and database management.

Ability to:

- Establish and maintain effective working relationships with co-workers, management staff, outside agencies, and the general public;
- Communicate appropriately with a demanding and diverse public;
- Understand and follow verbal and written instructions from a variety of staff; and
- Readily learn assigned tasks.



City of Clayton
6000 Heritage Trail
Clayton, Ca 94517
925.673-7300
www.ci.clayton.ca.us

EMPLOYMENT APPLICATION

The City of Clayton is an Equal Opportunity Employer and hires on the basis of qualifications (training and experience), and ability to perform effectively in the specified position. We do not and will not discriminate on the basis of race, color, religion, gender, etc., nor for disabilities that can reasonably be accommodated.

Position applying for: _____

Name: _____
Last First Middle

Mailing Address: _____
City State Zip

Home Phone: _____ Message Phone: _____

Drivers License No. _____ State Issued: _____ Date of Expiration: _____

Are you a citizen of the United States? Yes No

If not do you have a work permit from the U.S. Immigration and Naturalization Service? Yes No

Permit No. _____ (Proof required)

Are you over 18 years of age? Yes No

If no, can you submit a work permit from school?
 Yes No

Police Officer and Trainee candidates only: Are you at least 21 years of age: Yes No

If no, date you will become 21: _____

Are you a graduate of a POST Basic Academy? Yes No

Are you currently attending a POST Basic Academy? Yes No

List any other names under which you may have worked or education records may be filed: _____

Have you ever been convicted of a crime that resulted in imprisonment, probation, or a fine of \$50 or more? [DO NOT include convictions settled in juvenile court or under a Welfare Your Offender Law or convictions that are over two (2) years old for violations of Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550, as these statutes related to marijuana prior to January 1, 1976, or violations of a statutory predecessor to any of these statutes. A conviction record will not necessarily bar you from employment. Each case will be given individual consideration based on job relatedness].

Your answer may be checked and an untrue answer is grounds for disqualification: Yes No

If yes, give date, place, and disposition of each case: _____

EDUCATION AND TRAINING

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D. College 1 2 3 4 Graduate Work? Yes No

Colleges or Universities attended	Location	From	To	Units Completed	Degree/Certificates	Major

Office Skills and Office Machines you can operate: _____

 Heavy Equipment and Field Tools you can operate: _____

Special Certificates:

<u>Title</u>	<u>Date Issued</u>	<u>Date Expires</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please list three references with phone numbers:

1. _____

2. _____

3. _____

Signature: _____ Date: _____

EMPLOYMENT RECORD

Begin with present or most recent position. List work record for past five years, include any other pertinent experience. This section must be completed. A resume may be attached, but does not substitute for completing this section.

<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____

The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Clayton will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Clayton I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examinations.