



Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Web Development Intern
Reports To:	Director of Planning and Community Development
Supervises:	None
FLSA Status:	Non-Exempt
Pay Grade:	3

General Duties:

The Web Development Intern will work on data-centric projects and applications.

Specific Duties and Responsibilities:

- Work with internal and external stakeholders to define technical requirements
- Develop, deploy, and maintain database-driven web sites and applications
- Implement applications according to coding standards and best practices
- Create and maintain unit tests to ensure application functionality
- Write documentation, and provide technical support to application users

Required Knowledge, Skills, Characteristics and Abilities:

- At least two years of work toward a degree in computer science or a related field, or equivalent work experience.
- Intermediate Node/JavaScript or Python skills



- Experience with web development frameworks such as Express and Django
- Familiarity with relational databases such as MySQL and PostgreSQL
- Knowledge of version control systems like Git
- An interest in community energy efficiency initiatives

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to conceptualize and create materials to enhance business development opportunities
- Occasionally travel to scheduled meetings as program needs dictate.
- Ability to sit or stand at a desk approximately 95% of the workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- Interpersonal Skills
- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.
- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

"Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

5/07/18

