

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

Position Title:	Planning Intern
Reports To:	Planning Manager
Supervises:	None
FLSA Status:	Nonexempt
Pay Grade:	1

### **General Duties:**

The Planning Intern will assist planners and engineers with research, data acquisition and analysis, synthesizing information, writing reports, GIS mapping, and assist with other tasks as needed for planning projects.

### **Specific Duties and Responsibilities:**

- Collect and analyze relevant data using standard methods.
- Work with staff conducting research, data analysis, GIS mapping, and preparing documents and other written communication.

### **Required Knowledge, Skills, Characteristics and Abilities:**

- At least three years of progress toward a degree in Urban Planning, Geography, or a related field
- Experience with GIS, Adobe Creative Suite, and Microsoft Office Products required
- Good analytical skills and experience with Python and R desired
- Excellent verbal, written and organizational skills

### **Essential Functions:**

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

- Sitting/standing at a desk approximately 90% of workweek.
- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

**Competencies:**

- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Attention to details
- Advance level knowledge of spreadsheets, databases, and report generating

**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.

**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. “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 \_\_\_\_\_