



## CITY OF EVANS EMPLOYMENT ANNOUNCEMENT

<b>POSITION:</b>	COMMUNITY & ECONOMIC DEVELOPMENT INTERN
<b>DEPARTMENT:</b>	COMMUNITY & ECONOMIC DEVELOPMENT
<b>REQUISITION:</b>	10-18
<b>STATUS:</b>	TEMPORARY PART-TIME NON-PAID POSITION
<b>WORK SCHEDULE:</b>	FLEXIBLE SCHEDULE; ANYTIME MONDAY – FRIDAY; 8:00 AM TO 5:00 PM; SOME EVENINGS REQUIRED
<b>OPENING DATE:</b>	THURSDAY, JULY 1, 2010
<b>CLOSING DATE:</b>	FRIDAY, JULY 30, 2010 AT 5:00 PM

### **SUMMARY:**

Provides assistance to the Community & Economic Development Director with short-term projects in the area of community development. The City internship allows students to make important contributions to the City while participating in a challenging and rewarding work experience. The City strives to provide the intern basic common training in the field in order to gain some professional experience needed to pursue a career in the field.

### **ESSENTIAL FUNCTIONS:**

Provides general administrative assistance to the department by performing a variety of research concerning assigned municipal planning problems, gathering information from departmental, community and other sources to be included in staff studies; reviews, compiles and prepares a variety of materials for administrative, statistical, and analytical reports; composes a variety of correspondence; utilizes file maintenance system to enter, store and/or retrieve information or to establish or modify existing records; compiles data for special projects; utilizes data entry, word processing and spreadsheet software to develop and maintain written communications, information or reports; attends after-hours and weekend special events as assigned; participates in leadership shadowing of the Director to key meetings in order to observe community leadership activities that exposes the intern to the "big picture"; provides assistance on key projects as assigned; and performs all other duties as assigned.

### **KEY PROJECTS:**

- ◆ Establish Land Trust – Research and develop white paper for EEDAC, PC and CC.
- ◆ Development Review – Develop a flowchart, checklist and forms working with all the departments involved in development review (Fire, Parks, Public Works, Police).
- ◆ Research and Update Codes – Rewrite 18 & 19 of the Municipal Code (Sign Codes, Zoning Codes) develop matrix; update zoning and add new zoning to match our future land use map.
- ◆ Long Term Planning Work – River Corridor work: research other codes and grants and implement a citizen-based project team to address this area; Highway 85: find examples of public partnerships with developers as well as examples of successful work in similar situations and finalize various projects i.e. landscaping, signage, etc.
- ◆ Urban Renewal Authority – Develop the specific study plan for Old Town; research grants available for projects and lead public meetings to solicit feedback and comment.

### **REQUIREMENTS:**

Requires possession of or in the process of obtaining a Bachelor's degree from an accredited college or university in planning, landscape architecture, geography or related field; previous experience with Microsoft Office; Colorado driver's license with a safe driving record; ability to use standard office equipment; ability to work independently as well as collaboratively to perform assigned tasks; establish and maintain effective working relationships with other employees and the public; ability to be organized and detail-oriented; and ability to collect, analyze, and compile data for reports and projects as directed.

The City of Evans conducts pre-employment drug testing and background investigations as a condition of employment.

Send resume and letter of interest to: City of Evans, Human Resources, 1100 37<sup>th</sup> Street, Evans CO 80620. Fax: 970-330-3472 E-mail: [jobs@ci.evans.co.us](mailto:jobs@ci.evans.co.us) [www.cityofevans.org](http://www.cityofevans.org)

**EQUAL OPPORTUNITY EMPLOYER**