



Licking County Government Human Resources

Notice of Job Opportunity

Date Opened: April 9, 2024

Date Closed: UNTIL FILLED

Position: Transportation College Intern

Agency: Planning & Development

Summary:

This summer internship is an opportunity to work in a professional local governmental planning office that participates in a variety of community planning aspects such as transportation systems, land use regulation, community planning, grant administration, housing rehabilitation, and floodplain & stormwater planning.

The Licking County Planning & Development office is looking for two interns this summer who, depending upon education and experience, will be involved in a variety of tasks which may include updating and maintaining traffic counts, GIS data and mapping, data analytics and visualization, document production, and general office tasks. In addition, the intern positions may have opportunities to work on projects involving Unmanned Aerial Vehicle (aka drone) work and special projects. The intern positions may also have opportunities to assist other divisions of our office as well on a variety of planning activities that will help supply a broad range of knowledge involving local community planning.

Minimum Qualifications:

Junior, Senior or Graduate Student at an accredited University and enrolled in a course of study to obtain a degree in Urban Planning, Geography, Engineering, Data Analytics, Landscape Architecture, Public Administration or a related field is preferred.

Additional Qualifications (Agency/Dept. Qualifications):

Valid Ohio Driver's License and ability to be covered under the county fleet vehicle liability insurance policy are required. Ability to drive and function in a safe manner while working in hazardous situations (i.e. along the highway). Having the ability to use hand tools is preferred (hammer, wrench, drill, etc.). Basic GIS, Adobe Creative Suite, Photoshop, and InDesign knowledge is preferred. While performing the duties of this job, the employee may be required to lift and/or move up to 65 pounds of traffic counting equipment. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. Ability to perform field work along highways.

Hours: 35 – 40 hours per week (flexible; full-time), summer seasonal with potential for extended employment.

Salary: \$12.00 - \$15.00 per hour (depending on qualifications and experience)

Duties:

- Demonstrates regular and predictable attendance.
- Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Licking County Government.
- Develops GIS data layers for traffic volumes and other transportation data layers. Creates GIS mapping for transportation studies. Aids in website updates.
- Collects traffic count data for use in Travel Demand Forecasting Model, corridor studies, and other projects.
- Assists in data analysis and report compilation.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position and all agency safety procedures
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training
- Assists in the inspection, placement, installation, and management of LCATS signage projects.
- All other duties as assigned.

Application Procedures: Submit completed application, resume and cover letter to the Licking County Human Resources Department, 20 South Second Street, 3rd Floor, Newark, Ohio 43055. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the web site at www.lcounty.com.

Successful candidates will be subject to Licking County's pre-employment drug screen.

Licking County is an Equal Opportunity Employer.