



**Licking County Government**  
**Human Resources**  
**Notice of Job Opportunity**

**Date Opened:** April 9, 2024

**Date Closed:** UNTIL FILLED

**Position:** Planning 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. We are looking for an intern this summer who, depending upon education and experience, will be involved in a variety of tasks which include GIS data analysis, data layers, and mapping, data visualization, document production, site inspection and monitoring, and general office tasks. In addition, the intern positions may have opportunities to work on projects involving an 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 enrolled in a course of study to obtain a degree in Urban Planning, Geography, Engineering, Data Analytics, Landscape Architecture, Public Administration, Geographic Information Systems (GIS), or a related field is preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint, and other related software. Adobe Acrobat Pro, Photoshop, InDesign, and other Creative Suite abilities are desirable.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Having intermediate to advanced GIS knowledge and proficiency is preferred and basic website experience would be helpful.
- Knowledge and experience with ArchGIS online, story maps, etc., would be helpful.
- Knowledge and experience with Adobe Creative Cloud applications including, but not limited to, Illustrator, InDesign, and Photoshop would be helpful.
- Ability to conduct frequent independent field investigations, which may require the individual to navigate rough, muddy, wet, and slippery terrain, such as wooded areas, fields, wetlands, streams, construction sites, and the like. The individual would document in writing and through photography their findings, and present them to staff.

**Additional Qualifications (Agency/Dept. Qualifications):**

Valid Ohio Driver's License and ability to be covered under the county fleet vehicle liability insurance policy required.

**Hours:** 35 – 40 hours per week (flexible; full-time)

**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.
- Complies with and promotes the Licking County Personnel, Licking County Planning Commission, and the Licking County Planning & Development Department policies and procedures at all times.
- Develop GIS data layers for various work elements and projects. Aids in website updates.
- Use GIS to analyze data and prepare maps, mailings, and reports.
- May assist with ArchGIS online mapping and data presentation.
- May assist with maintaining and updating zoning maps.
- May contribute to, prepare, and/or update educational and informational resources, and other documents prepared by the department.
- May assist in the research, assembly, collating, collection, analysis and processing of data into reports concerning population, resources, economy, transportation, health, utilities, pollution, and other subjects pertinent to land use, transportation and environmental planning studies and reports; provides relevant research and data for use in evaluation and presentation of planning problems, preparation of land use plans; prepares maps for comprehensive plans, zoning documents, and other planning functions.
- May participate in the review of plans, survey drawings, and applications.
- Routinely coordinate, communicate, inform, update, and work with various staff members on tasks and projects as assigned. This may be verbal and/or written communication.
- Assist staff with records management, including, but not limited to, reviewing files, organizing files, labeling records, scanning records, filing, inventorying records, and the like.
- May assist staff with the review, collection, organizing, preparing, review, and presentation of data for the Federal Emergency Management Agency (FEMA), Community Ratings System (CRS) program.
- Conduct site inspections, monitor sites, take photos, and gather data for staff reports, enforcement, compliance, and other work elements of the office. This may require the staff member to navigate rough, muddy, wet and slippery terrain, such as wooded areas, fields, wetlands, streams, construction sites, and the like.
- May attend meetings and/or presentations and professionally represent that department and county.
- May attend or participate in online training and/or seminars.
- Meets all job safety requirements and all applicable Public Employment Risk Reduction Program (PERRP) 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
- 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, 3<sup>rd</sup> 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](http://www.lcounty.com).

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

Licking County is an Equal Opportunity Employer.