

Mayor Don Walters
2310 Second Street
Cuyahoga Falls, Ohio 44221



Diana Colavecchio
Development Director

Mary Spaugy - Deputy Director
Adam Paul - Interim Planning Director

City of Cuyahoga Falls

JOB DESCRIPTION:

Intern – Planning Department

Perform duties as requested under the supervision of the Planning Director and Community Development Director, including: permit reviews; code reviews; plan reviews; administrative tasks; records retention; attendance at board & commission meetings; assistance with Master Plans.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent is required. Enrollment in a 4-year program in Urban Planning or Economic Development required. At least two years of experience in a professional office setting is also required.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft Office applications, Adobe Acrobat, Innoprise applications, Kronos, Tolemi, enCode and Summit County GIS; calculator; telephone; and copier.

LICENSURE OR CERTIFICATION REQUIRED:

Must possess a valid State of Ohio driver's license and ability to maintain continuing eligibility under the City's driver eligibility standards. Must have own transportation.

SPECIAL REQUIREMENTS:

Must be a non-smoker and non-tobacco/nicotine user, including but not limited to cigarettes, cigars, pipes, snuff, etc. and refrain from using all tobacco/nicotine products for the duration of employment with the City.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION:

Twenty (20) hours per week at \$15.00 per hour for ten (10) weeks. Begin date is flexible.

HOW TO APPLY:

Interested applicants may submit a resume to Diana Colavecchio, Economic Development Director at: colavecchio@cityofcf.com or mail to: 2310 Second Street, Cuyahoga Falls, OH 44221.