

MEDINA COUNTY DEPARTMENT OF PLANNING SERVICES
Planning Internship

About the Medina County Department of Planning Services

The Department of Planning Services provides both grant management and administrative, technical, and professional planning services for Medina County agencies, townships and communities. This ultimately leads to effective and efficient development benefitting county residents, businesses, builders and developers.

Job Description

Under the supervision of the Director, this individual assists in the performance of administrative and professional work relating to planning, zoning and other community development issues. Ongoing participation in undergraduate or graduate level coursework to develop professional competences with specialized knowledge of land use planning, zoning, subdivision review and grant management. Assists in the preparation of staff reports for and presentations to the Medina County Planning Commission, other boards, committees, townships, and the public. They will also assist in coordination efforts with local planning and regulatory agencies to understand community concerns and development plans.

Job Responsibilities

Intern responsibilities will be discussed and determined based on the student's academic and professional goals, availability and education level. Potential responsibilities may include, but are not limited to:

- 1) Assisting in the preparation of workshops for zoning inspectors, local officials and the public, and of comprehensive plans. Help in the creation of planning information packets for townships, villages and cities. Research regarding planning and zoning questions and assists in the preparation reports for local officials.
- 2) Assist in coordinating with local planning and regulatory agencies, reviewing zoning text and zoning map amendments, contribute to recommendations made to local officials, and maintain the department website.
- 3) Assist in gathering and analyzing data, preparing staff reports and formulating department recommendations for the Medina County Planning Commission regarding land use and development requests. Assists with preparation of oral, written and graphic presentations for Planning Commission, other boards and committees, townships, other agencies and the public. Assists with the performance of minor and major subdivision reviews and in-field checks.
- 4) Uses Geographic Information Systems (GIS) to provide planning information. Updates townships zoning maps, GIS data and demographic data and provides this information to local jurisdictions to use in their planning efforts. Examines, analyzes, and integrates electronic spatial data. Analyzes demographic data as needed. Assists with the preparation of presentations and reports on this information as directed. Helps develop and maintain databases.
- 5) Assist with the facilitation of county-wide Fair Housing training of local officials, boards, agencies, and residents. Assists the counsel of residents with rental property complaints.

Requirements

- 1) Must be enrolled in a bachelor's or graduate degree in Planning, Landscape, Architecture, Urban Design or a related field.
- 2) Be able to perform analysis and produce project maps using GIS software, preferably ESRI ArcView or ArcGIS preferred;
- 3) Or have a combination of education, training and work experience demonstrating the required skill sets to perform the essential functions of the job.

Who's eligible

Undergraduate and Graduate students.

Applications will be accepted during the fall, spring, and summer semesters.

To apply, send you resume in an email describing your interest in the position to:

Denise Testa
dtesta@medinaco.org