



CITY OF RIDGEFIELD
Invites applications for the position of:

PLANNING INTERN For Summer 2022

SALARY RANGE: \$23 to \$25/hour depending on qualifications

CLOSING DATE: Open until filled. First application review scheduled for June 3, 2022.

POSITION DESCRIPTION:

The City of Ridgefield has a paid temporary seasonal position as a Planning Assistant available for Summer 2022. This is a great opportunity for currently enrolled undergraduate or graduate students, recent graduates or emerging professions who want to participate in local city planning.

The Planning Assistant will be a part of short and long range planning and support a number of planning projects such as transportation, land use and housing. The position will work with the planning team to gather data and research, prepare written materials, track best practices, conduct field work, and support community engagement activities.

BENEFITS

The City offers paid holidays, flexible scheduling and 40 hours of paid time off.

QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. A typical way to obtain the knowledge and abilities would be:

1. Completion of at least one (1) year of study in a program leading to an undergraduate or graduate degree from a four (4) year college or university with a major in urban, regional or environmental planning, or other land use planning or development related disciplines, or a related field; OR
2. At least one (1) year of professional planning experience along with a closely related bachelor's degree.
3. Demonstrate strong verbal and written communication skills, the ability to manage multiple tasks, excellent customer service, project management and research skills, and the ability to work both independently and in a group setting.
4. Proficiency with Microsoft Office Suite and ArcGIS are preferred.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.
3. Resume is optional.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

More information about the Community Development Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.