

CITY OF ISANTI

JOB DESCRIPTION

JOB TITLE: Community Development Intern
DEPARTMENT: Community Development
SUPERVISION: Community Development Director
EFFECTIVE DATE: February 25, 2020
FLSA STATUS: Non-Exempt
HOURS WORKED: 25 hrs/wk

DEFINITION:

This position will assist the Community Development Director and city staff with all aspects of Community Development which include, but is not limited to Planning and Zoning projects, Economic Development projects, research, inspections, coordination of activities/events and project management.

SUPERVISION RECEIVED:

Works under the general supervision of the Community Development Director.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, laptop computer, printer, fax machine, copy machine, digital camera, and motorized vehicle.

ESSENTIAL FUNCTIONS OF THE JOB:

- Interaction with general public, builders, and developers regarding planning and development activities.
- Assist in reviewing planning applications.
- Assisting the Community Development Director with various duties that include economic development projects, research, coordination of activities and project management and updating of marketing materials.
- Update websites and other social media outlets for community events/ projects as necessary.
- Assist with business retention and expansion administration.
- Conduct research, make site visits and identify resources to help Community Development Director make decisions about events/projects possibilities.
- Propose ideas to make events/projects more successful.
- Assist with Mayor's Luncheon event.
- Attend Planning Commission and Economic Development meetings.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

KNOWLEDGE/ABILITIES/SKILLS

- Good communication skills, both written and verbal
- Possession of effective problem solving and analytical skills
- Project management skills
- Knowledge of Microsoft Office Applications.
- General office procedures.
- Ability to work with non-public data in a confidential manner.
- Ability to work under pressure and meet tight deadlines
- Ability to multi-task

- Internet / Website / Social Media usage and operation
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM QUALIFICATIONS:

- A student in an Undergraduate degree program (or recent graduate) in community development, planning, economic development, business administration or similar field of study
- Must have excellent written and oral communication skills
- Valid Driver’s License or ability to obtain.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The examples given above are intended only as illustrations of various types of work performed and are not necessarily all inclusive, this position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed.

Signature of Employee _____ Date _____