

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**PLANNING INTERN**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Representative Employees
Probationary Period:	At-Will	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-66
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under close supervision, this Internship position provides essential support duties to the City’s Community Development Department, and is responsible for performing clerical and professional level work in support of the following divisions: Planning, Engineering, Housing/Property Rehabilitation, Redevelopment, Economic Development and the Business Improvement District, performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist the public both by telephone and in person;
- Assist in the processing of applications, report writing, implement land use regulations and program guidelines, review documents;
- Conduct field inspections;
- Preparing graphics;
- Conduct research and analysis, reviewing plans and related work as requested;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

**Ability to:**

- Provide excellent customer service;
- Perform research and analysis;
- Communicate effectively, both orally and in writing;
- Prepare reports, maps, graphics;
- Work efficiently both independently and in groups;
- Interpret codes;
- Analyze data;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**PLANNING INTERN**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Representative Employees
Probationary Period:	At-Will	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-66
FLSA Status:	Non-Exempt		

(Continued)

- Implements and works on office procedures and prepare reports;
- Handle confidential information with discretion;
- Effectively handles irate customers;
- Assume responsibility for maintaining a safe working environment;
- Work overtime as requested;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Participation towards an Undergraduate or Graduate Degree, from an accredited College or University, in Urban Planning, Architecture, Public Administration, Urban/Environmental Studies, Engineering or other related field.

**Experience:**

No Specific Requirement

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.