

**PLANNING INTERN  
(TEMPORARY POSITION)**

*FAIR LABOR STANDARDS ACT: (ADMINISTRATIVE) HOURLY-NON-EXEMPT POSITION*

**Position Purpose:**

The purpose of this position is to perform planning and administrative support related work to MRPC's Departments i.e. Planning and Development, Transportation and Transit, Geographic Information System GIS and Information Technology (IT), and/or Administrative). This position is a temporary internship position that requires close supervision and training.

**Supervision:**

*Supervision Scope:* The position requires that the individual be able to exercise judgment and initiative in completing tasks. The incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content; requires the incumbent to approach the workload with flexibility.

*Supervision Received:* Works under the close supervision of department Director.

*Supervision Given:* None.

**Job Environment:**

Will be required to perform fieldwork outdoors at which time the incumbent may be exposed to weather extremes of severe heat and cold temperatures and inclement weather. Most work is performed in a typical office environment.

Operates, computer, calculator, telephone, and all other standard office equipment.

Makes contact with outside consultants, contractors, state agencies, and other municipal departments; makes contact with the general public; contacts are primarily in person, in writing, and by telephone, and involve discussing routine information.

Errors could result in confusion and delay in completing assignments.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

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Performs research as assigned by the Supervisor.

Performs researching, analyzing, writing, and report preparing tasks as assigned by the Supervisor.

Conducts field and office surveys and gathers information relating to community and economic development, comprehensive planning, environment, housing, GIS, land use, transit, transportation, transit, and/or other regional planning and development issues.

Collects data by preparing questionnaires, conducts interviews in field observation, or obtaining information from periodicals, documents, and/or other agencies.

Collects, tabulates, analyzes, and interprets statistical data of a varied nature.

Assists in preparing reports summarizing data collected, methods used, and findings, complete with charts, graphs, and maps.

May be required to assist with public presentations.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Senior, College student, or recent college graduate with training in a related field.

**Special Requirements:**

Valid Driver's License.

**Knowledge, Ability, and Skill:**

**Knowledge:** Knowledge of technical software apps and related computers and hardware to accomplish assigned tasks.

**Ability:** Ability to conduct independent research and analyze and interpret results. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. A willingness to try new and unfamiliar techniques.

**Skill:** Skill in operating computers and applicable software applications. Good written and verbal communication skills. Good organizational skills.

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Physical Requirements:

*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.*

Minimal physical effort is generally required for work performed in the office. Light physical effort is occasionally required in the performance of field investigations. Operates a computer keyboard.

*(This 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.)*

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