TO: Prospective College Interns
FROM: David N. Hunter, Sr. AICP, Acting Community Development Director
DATE: May 6, 2019
SUBJECT: 2019 SUMMER INTERN WORK PLAN

The City of Reading Planning and Zoning Office is in need of college interns to work up to 20 hours per week at $10 - $12 per hour to perform the following duties:

• Conduct an inventory of existing retail uses in Downtown Reading. Photograph and catalogue existing retail establishments and prepare and submit maps and other documents to the Planning Manager for presentations.

• Assist staff with the inventory and scanning of historical zoning files. Purge scanned documents and expired plans as necessary.

• Assist staff with the inventory of planning documents, books, articles, maps and plans.

• Assist staff with the inventory of building materials and samples, including the following:
  - Catalogue existing materials and samples
  - Photograph materials;
  - Dispose of outdated, unwanted materials and samples

• Work with staff in conducting research and special projects as assigned.

• Assisting staff in the preparation of Violation Notice Letters and Notices.

• Conduct basic office functions as needed, such as data entry, file management and customer service.

Please send your resume and cover letter to david.hunter@ReadingPA.gov or

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