

# CITY OF STAMFORD LAND USE BUREAU

## PLANNING INTERN HOURLY SALARY - \$15.00 to \$25.00

The City of Stamford has a great opportunity for a graduate student to intern in the Land Use Bureau.

As a Planning Intern, you will gain practical on-the-job experience and spend time assisting our planners with collecting and preparing data for a variety of projects, but with a focus on Historic Preservation, including data collection, mapping, research to develop policies, studies and regulations with Historic Preservation Land Use Planning and related planning activities, and liaising with and providing support to the City's Historic Preservation Advisory Commission (HPAC).

### Requirements:

- **Degree Programs:** Selected candidate must be enrolled in a Master's Degree program in Urban and Regional Studies; Architecture, Historic Preservation, Community and Regional Planning; Urban Planning; Geography; Public Administration or other applicable discipline from an accredited college.
- **Job Specifics:**
  - Candidate must have basic understanding of planning principles and knowledge of land use planning.
  - Interest and at minimum basic knowledge in Historic Preservation and Preservation Planning
  - Candidate must possess a valid class D driver's license.
  - Candidate must have strong written and oral communication skills. The ability to read, speak and write English clearly as this position interacts with City staff, City residents, and stakeholders.
  - Candidate must have strong research and analytical skills
  - General design experience including landscape architecture desired
  - Proficiency or exposure to Adobe InDesign and/or ArcGIS desired

Interested candidates must submit a completed City of Stamford Employment Application. Applications can be obtained at the City of Stamford, Human Resources Division, 9<sup>th</sup> Floor, and 888 Washington Boulevard, Stamford, Connecticut or at [www.stamfordct.gov](http://www.stamfordct.gov).

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

**The City of Stamford is an Equal Employment Opportunity/Affirmative Action Employer**

THE CITY OF STAMFORD
An Equal Opportunity Employer
APPLICATION FOR SEASONAL EMPLOYMENT

HUMAN RESOURCES DIVISION, 888 WASHINGTON BOULEVARD 9TH FLOOR, STAMFORD, CT. 06904-2152

POSITION (List One Only)

- E.G.BRENNAN GOLF COURSE YOUTH SERVICES RECREATION SERVICES ROAD MAINTENANCE
FACILITIES MAINTENANCE COLLECTION/SOLID WASTE CONTROLLER'S OFFICE
OTHER:

NAME (Last, First, Middle), SOCIAL SECURITY NO., TELEPHONE NUMBER(S), ADDRESS (Street, City, State, Zip Code), Date of Birth, Have you ever worked for the city of Stamford before?, Have you ever been disqualified for a position with the City of Stamford?, Are you related to/or have affiliation with any person now employed with the City of Stamford?, LAST SCHOOL GRADE COMPLETED, DRIVER'S LICENSE?, LIFEGUARD APPLICANTS, DATES AVAILABLE FOR WORK.

List Any Experience You Have Had Related to the Position Applied For:

Special Skills and Abilities. Show Typing & Shorthand Speed. Any Machines You Can Operate. Special Licenses, Languages, or Any Other Special Abilities:

CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief.

DATE

SIGNATURE OF APPLICANT

FILING AN APPLICATION DOES NOT GUARANTEE A JOB INTERVIEW

COMPLIANCE INFORMATION: (OPTIONAL)

The following information is needed for compliance with government reporting requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.

- 1. Your Name
2. Job Applied For
3. Gender (Please Check) Male Female
4. Describe yourself in terms of one of the following groups. (Check one)
American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
White Black or African American Hispanic or Latino
Other: (Please specify)

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