



Intern Job Description

Position: Intern
Job Classification: Part-time
Location: 445 West Main Street, Danville, KY 40422
Department: Danville-Boyle County Planning & Zoning Commission

Reports To:

Planning & Zoning Director

Position Summary:

The Planning & Zoning Intern provides staff support services for the Planning Commission. This position also provides clerical support to the Planning Commission. Duties and responsibilities include screening citizen requests for services, directing inquiries, performing related office tasks, greeting all patrons, and providing staff support services to the Planning Commission.

Supervisory Responsibilities:

None

Duties/Responsibilities:

- Provide office support for Planning Commission Staff and the various Planning Commission Boards;
- Act as recording secretary for the various Planning Commission Boards and meetings;
- Performs other routine office tasks such as preparing correspondence, filing and photocopying;
- Assist patrons and answer inquiries about the subdivision and zoning regulations;
- Review various applications for zoning and subdivision compliance;
- Receive and assist with applications for subdivision plats;
- Assist patrons and answer inquiries about the subdivision process, requirements, and responsibilities;
- Monitor filing and release of subdivision construction contracts and sureties;
- Maintain and preserve all Planning Commission records, documents, and correspondence in the comprehensive filing system;
- Answer and direct telephone and email inquiries and greet and assist patrons; and
- Perform other related duties as required.

Education and Experience:

This position requires a High School Diploma/General Equivalency Diploma (GED). Competency in word processing and spreadsheet applications are preferred. Excellent organization, writing, oral communication, and public relation skills are preferred.

Physical Requirements:

- Ability to lift up to 30lbs occasionally.
- Walking, twisting, stooping, and bending on a regular basis.



- Must be able to sit at a workstation for extending periods of time.

Note:

This document and the statements contained within it are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the employee.

EEO Disclaimer:

The Danville-Boyle County Planning and Zoning Commission provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.