



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Intern (Part-time)
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Planning/Regulatory
CLASSIFICATION/GRADE.....:	Summer Intern
REVISED.....:	03/2018
REPORTS TO.....:	Code Enforcement Officer II
REVIEWED.....:	03/2018
WAGES.....:	\$ Hourly (restricted)

*****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

The Intern for the Planning & Zoning Division will report directly to the Assistant Director, but will also work closely with the Planning Commission staff. Primary functions focus on general administrative duties, which will include copying, scanning, merging files, uploading files in support of the efforts to transfer of the Planning Commission and Planning Division files from paper hardcopy to digital in order to make them more accessible to the staff and general public. The Intern can expect to obtain knowledge of planning, zoning, permitting, and other functions of the Planning and Zoning Department, and how the Department looks at long range planning strategies such as downtown revitalization, transportation and infrastructure.

BASIC FUNCTIONS:

1. Archiving documents & purging files within written parameters
2. Scanning and merging subdivision files into existing data base
3. Creating data base tools for information abstraction and analysis
4. Correspond with IT to establish data base parameters
5. Assist the Planning Division staff with planning, zoning and other related matters
6. Assist the Regulatory Division staff with related regulatory matters
7. Perform related duties as assigned
8. Scanning and merging elevation certificates into existing data base
9. Correspond with vault companies to audit vault numbers against burial permits

OTHER REQUIREMENTS:

1. Modern office methods, practices, procedures, equipment and computer equipment.
2. Outdoor inspections may require travel within the parish

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. Have completed 2 years of college within Government, Political Science, History, English, Museum Studies, Arts Administration, Education or other relevant field of study by May 2018.
3. A high school diploma or equivalent is required.