



TOWN OF ROSS

invites applications for

PLANNING AND BUILDING INTERN



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The Town of Ross is seeking a Planning & Building Intern to support the Planning and Building Director and staff with research and policy tasks related to planning, housing, and building projects.



THE POSITION

Assists professional and technical planning staff with technical and administrative activities related to planning, housing, and building projects. The intern will support the Planning and Building Director with the Housing Element Implementation Plan and various research and policy tasks. Must be available weekdays and occasional evenings for meetings and workshops. A minimum of 16-24 hours per week (in-person), and a commitment of at least 1-year is preferred. Consistent weekly schedule to be arranged. Experience creating workshop materials, e-newsletters, flyers and checklists is highly desirable.

MINIMUM REQUIREMENTS

Relevant coursework and/or experience in the planning field along with interest in the planning profession and relevant planning specializations. This internship is intended specifically for undergraduate or graduate students committed to serve for a minimum of 1-year on a part-time basis. This position requires the possession of a valid California driver's license to be maintained during employment.

ABOUT THE DEPARTMENT

The department consists of a full-time Planning and Building Director, Assistant Planner, Senior Building Inspector and Building Permit Technician.

The Town of Ross recently received certification of its Housing Element from the California State Department of Housing and Community Development (HCD).

SELECTION PROCESS

After review of all submitted materials, successful candidates will be invited to an oral interview.

If selected to continue in the process, candidates will be required to submit a standard background check and medical evaluation.

The Ross Community



Ross is located at the base of Mt. Tamalpais in the heart of the beautifully forested Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,530 residents. The town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming small, Ross commercial area.



PLANNING & BUILDING INTERN



TYPICAL FUNCTIONS

- Provides support to the Planning and Building Director
- Assists with the Town of Ross Housing Element Implementation Plan
- Assists in collecting and preparing data for various planning projects
- Manages a full meeting calendar, creates and mails committee meeting packages
- Conducts field work, collects parcel data and searches land records
- Prepares maps and planning reports of limited or variable complexity
- Assists with community outreach and meetings
- Presents report findings at community meetings
- Research funding sources and prepares grant applications and reporting
- Conducts basic office functions as needed, such as data entry, file management, webpage updates and customer service

TYPICAL KNOWLEDGE

- Basic understanding of planning principles
- Specific knowledge relating to pertinent specialty, such as housing and land use
- Competency in various computer software programs, such as Microsoft Office and Internet applications
- Experience creating workshop materials, e-newsletters, flyers and checklists is highly desirable.

TYPICAL SKILLS

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

BENEFITS

This is an unbenefited position.

COMPENSATION

\$20-\$28 per hour based on experience, 16-24 hours per week.

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume with the month/year of employment
- Town of Ross Employment Application found at <https://www.townofross.org/hr>
- Submitted materials will not be returned

Submit application materials via email to cmartel@townofross.org.

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957

www.townofross.org

Please contact the Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext. 105

