



Andrew T. Struck, Director  
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## PLANNING AND PARKS DEPARTMENT

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# Ozaukee County – Planning and Parks Department Planning and Parks Internship

**Title:** Planning and Parks Intern – Limited Term Employee (LTE) – Ozaukee County

**Sponsoring Agency:** Ozaukee County – Planning and Parks Department

**Position Summary:** The Planning and Parks Intern provides technical support related to planning and parks programs of the Ozaukee County – Planning and Parks Department. Employment will be for 599 hours with a pay range from \$8.00 - \$10.00/hour. Work hours per week can be flexible.

### **Duties/Responsibilities:**

The Planning and Parks Intern will assist the Planning and Parks Specialist and Planning and Parks Director with most aspects related to planning and parks within the Department including, but not limited to:

- 1) Assist with the development of the Park and Open Space Plan for Ozaukee County. This will include participation in community informational meetings, development of text, and analysis of data.
- 2) Assist with the development of public outreach, education and other informational items with regards to the Multi-jurisdictional Comprehensive Plan for Ozaukee County (including the distribution of an outreach DVD on the Plan), Park and Open Space Plan, Farmland Preservation Plan, Land Preservation Plan, and County Parks and Trails (e.g. Ozaukee Interurban Trail).
- 3) Assist with the Comprehensive Planning Board, Land Preservation Board and Ozaukee Interurban Trail Advisory Council.
- 4) Assist with data gathering and compilation, Geographic Information Systems (GIS), GPS, mapping, and data analysis.
- 5) Assist with communications (including recording meeting minutes) of the Department to County Board, County Board committees, interest groups, partnering agencies and governments, advisory committees (e.g. Ozaukee Interurban Trail Advisory Council) and the public.
- 6) Assist with the early stages of Farmland Preservation Plan for Ozaukee County.
- 7) Review plan documents, provide written reports, and prepare newsletter articles and press releases.
- 8) Assist with website development and maintenance for planning, park and open space plan, farmland preservation plan, comprehensive planning, parks and the Ozaukee Interurban Trail.
- 9) Assist the Planning and Parks Specialist and Planning and Parks Director with other planning and/or parks activities including: land division review, parks implementation or inventory, Ozaukee Interurban Trail (trail user count data collection and analysis), Fish Passage Program and other planning and/or parks activities.
- 10) Maintain a record of daily activities and provide a summary of work accomplishments as directed by your Supervisor.

### **Education and Skills Required:**

Pursuing a degree (Bachelors or Masters) in planning, regional planning, urban planning, geographic information systems, natural resources, geography, or other related field. Experience (classroom or work) in GIS, GPS and/or website development desired. Excellent computer skills including experience with Microsoft Word, Excel, Access and Publisher. Working knowledge of methods and procedures needed to collect and analyze planning-related data. Must possess good writing, research, communication, and organizational skills. Experience with planning and land use law, land information, parcel data, map and aerial photo interpretation, and public land survey system (PLSS) desired. Must be able to operate basic office equipment such as photocopy machines. Ability to work with limited supervision, independently establish priorities and complete tasks. Possession of a valid Wisconsin driver's license preferred.

### **How to Apply:**

Send letter of interest, current resume, County employment application form and writing sample to the Ozaukee County – Planning and Parks Department, 121 West Main Street, P.O. Box 994, Port Washington, WI 53074. Direct questions to [astruck@co.ozaukee.wi.us](mailto:astruck@co.ozaukee.wi.us).

**Deadline:** Applications (letter and resume) must be **postmarked by May 24, 2010**.

**Comment:** Successful candidate will get the opportunity to work with many partnering agencies and organizations including the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Wisconsin Department of Administration (WDOA), Wisconsin Department of Natural Resources (WDNR), University of Wisconsin – Extension (UWEX) and several non-governmental organizations.

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