

## **JOB CLASS SPECIFICATION**

### **PLANNING INTERN**

DATE UPDATED: July 12, 2021

DEPARTMENT: Planning  
REPORTS TO: Planning Manager  
PREPARED BY: Andy Videkovich, Planner Manager  
APPROVED BY: Andy Videkovich, Planning Manager

**Dates:** August 23, 2021 to December 1, 2021 (Fall Semester)

**Hours:** Full-time/40 hours per week

#### **Summary:**

The Planning Department with PDSKC is tasked with several short- and long-term planning projects within Kenton County. A Planning Intern can expect to learn about the following planning related projects:

- Zoning Administration
  - The Planning Department performs day-to-day functions of zoning ordinance administration that include reviewing zoning permits, handling board of adjustments issues, pursuing zoning violations, and meeting requests for zoning information.
  - A planning intern will be exposed to zoning ordinances and the state laws that govern cities and planning commissions. They may also ride along with code enforcement officers to verify zoning and property maintenance violations.
- Planning Commission
  - The Planning Department functions as staff to the Kenton County Planning Commission. In this role, staff assists in their review of amendments to the various zoning maps, amendments to the text and maps of the various zoning ordinances, development plans, and the location and siting of cellular telecommunication facilities.

- A planning intern will learn how staff uses the Area-Wide Comprehensive Plan and zoning ordinances to review and make recommendations text amendments to local zoning ordinances and proposed map amendments.
- Z21 Zoning for the Future
  - Z21 is a project to update the zoning codes of Kenton County to a more modern, user friendly document. A planning intern will be exposed to this project and will assist in GIS analysis of zoning, writing zoning codes, and updating zoning codes through this project.
- Exposure to other PDSKC Departments
  - In addition to Planning and Zoning, a planning intern will get exposure to other PDS departments, learn their roles, and see how each department works and coordinates with the other departments.

**Requirements:**

Experience with Microsoft Office Suite Experience with ArcGIS

Excellent written and communication skills

Experience with various social media applications and techniques a plus

Please submit resume and cover letter to [cschneider@pdkc.org](mailto:cschneider@pdkc.org).