



## INTERSHIP OPPORTUNITY

Posting Date: December 22, 2008

Agency: Department of Planning & Development  
City of Lakewood

Title: Planning Department Intern

Work Schedule: January 2009 start date  
15 weeks total, 2-3 days per week  
12-20 hours per week, flexible hours.

Hourly Rate: \$8.00

Qualifications: Must be pursuing an urban planning, public administration or related degree and have completed at least two years of study towards that degree. Must have working knowledge of GIS and Microsoft Office 2007.

Responsibilities: Under the general supervision of the Assistant Director perform various duties and assigned tasks as needed to support Planning and Economic Development projects and initiatives such as;

Preparation of GIS maps, research and development of inventories for commercial, retail and industrial uses, assist with the creation of an image database, participate in preparing materials for Boards and Commissions as well as other daily clerical needs of the Department.

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