

ANNOUNCEMENT TO POST

Zoning Department Internship Part Time Position

CONCORD TOWNSHIP Lake County, Ohio

The Concord Township Zoning Department is looking to fill the position of Zoning Intern for Summer 2009 (depending on availability of student). Intern should major in Planning, Urban Studies, Geography or related field and have experience with Microsoft Office. Knowledge of Geographical Information Systems (GIS) a plus.

Intern will assist the Zoning Dept. staff with various tasks and be responsible for the following: research land use issues and zoning standards for zoning code updates; learn and assist with site plan review of residential and commercial properties; conduct site inspections; respond to zoning inquiries and information requests; assist with Zoning Board meeting preparation; import zoning permit data into Zone Pro database (zoning software); and other office responsibilities.

The intern is expected to work approximately 20 hours a week between 8:00 a.m. and 3:00 p.m. This is a great opportunity for someone looking to gain hands-on experience with land use and zoning issues facing local communities. Applicant should be willing to work independently as well as interact with the public. Interested parties should send a resume and letter of interest to the mailing address or email listed below by Friday, March 27th. Pay rate is \$9.50 per hour.

Mail to:

Concord Township Zoning Department
7229 Ravenna Road
Concord Township, OH 44077
Attn: Kathy Mitchell, Planning & Zoning Director/Zoning Inspector

Or Email to: kmitchell@concordtwp.com