CITY OF PACIFIC GROVE invites applications for the position of:

Intern- PT

An Equal Opportunity Employer

A prerequisite for this position is the applicant must currently be a MIIS student enrolled in the MIIS work-study program.

Applications are accepted electronically only August 15 - 29, 2014 at https://www.calopps.org/profile_agency.cfm?id=174

Salary: $17.21 to $20.92 hourly PT
Opening Date: August 15, 2014
Closing Date: August 29, 2014

This is a part-time position averaging 20 hours per week. There are currently two positions available in the Community & Economic Development Department and in the Public Works Department.

EXAMPLE OF PROJECTS

Community & Economic Development Department Project(s):

- Assist with Local Coastal Program Update including background research, permitting history, and preparation for community meetings
- Assist with Sign Ordinance changes including reviewing and editing drafts, applicability analysis, and site visits
- Assist with data collection, analysis of AMBAG proposals, and City participation regional climate action planning (AB 32 & SB 375).
- Research grant opportunities, and analyze planning options to revitalize downtown Pacific Grove (e.g., Main Street program, specific plan, form-based zoning).
- Assist with implementation of Housing Element programs (e.g., annual update of inventory of potential housing sites).
- Assist with gathering parking survey data for Coastal Commission-approved parking program near American Tin Cannery.

Public Works Department – Stormwater Project(s):

- Assist and support Public Works staff with data collection, best management practices, and implementation of the Monterey Regional Storm Water Management Program, Pacific Grove Area of Special Biological Significant Compliance Planning, Sewer System Management Planning and other watershed management activities, including but not limited to water quality sampling and analysis, GIS mapping and hydrology studies
- Develop public outreach materials and assist in public education and outreach for wastewater and stormwater management and other City programs aimed at protection of the environment
• Identify best management practices and opportunities to develop collaborations with the downtown business community to reduce trash and litter in high pedestrian traffic areas.
• Assist and support staff with development and implementation of the Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006) ASBS Grant and Integrated Regional Water Management Planning Grant.

TYPICAL QUALIFICATIONS:
Knowledge of:
• City policies and procedures.
• Methods and techniques of researching and compiling data for reports and presentations.
• Business computers and standard software applications.

Skill in:
• Researching and compiling data, analyzing results, and writing reports
• Analyzing issues, evaluating alternatives, and developing recommendations.
• Following verbal and written instructions and procedures.
• Computer office suite and the use of other equipment, as needed.

WORKING ENVIRONMENT:
Work is performed in a standard office environment; some field work may be required.

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