

# Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105-3397 • (314) 727-8100 • FAX: (314) 863-0296 • TDD: (314) 290-8435

**Planning Internship**

**About the position**

* The work schedule will average 40 hours per week for 8 weeks over the summer. The dates are flexible depending on selected candidate’s schedule.
* The pay for this position is $10.00 per hour.
* Potential projects include drafting zoning code amendments; research, data collection and analysis; planning and participating in public outreach; assistance with implementation of the downtown Master Plan; GIS mapping; and administrative support.

**Skills we are looking for**

* College senior or graduate student in urban planning, public policy, geography or a related field.
* Familiarity with GIS.
* Excellent communication skills, both oral and written.
* Strong commitment to public service and community improvement, with a particular interest in planning, zoning, building/permitting and code enforcement services.

**About the Department of Planning and Development Services**

* Provides planning, zoning, building and code enforcement services to a community of 16,000 residents with an estimated daytime population of 46,000.
* Small department located in central downtown that provides a variety of services to residential, business and development professionals in a strongly respected community.
* A teamwork-oriented atmosphere that values creativity, strong work ethic and flexibility.

**How to apply**

* Apply online at [www.claytonmo.gov/jobs](http://www.claytonmo.gov/jobs)
* Deadline to apply is **Monday, March 14, 2016**

**For More Information**

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[www.claytonmo.gov/Planning](http://www.claytonmo.gov/Planning)