



City of Cottage Grove
Job Description
Planning Intern

Department: Community Development	FLSA: Non-Exempt
Reports to: Community Development Manager	Representation: Non-Represented Temporary
Pay Range: \$20.00 P/H	Date Adopted: 6-2025

Essential competencies of this job are described under the headings below. Essential competencies may change at any time. Omitted duties may still be assigned if relevant or logically associated with the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The primary purpose of this position is to assist the Community Development staff in preparation and implementation of various long-range projects, assist in the administration of daily code enforcement functions and other land use planning activities, and special projects.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Effectively contributes to the achievement of city goals, departmental objectives, and related activities.
2. Provides general and technical information via phone, in person, and in writing.
3. Assists in reviewing plans, proposals, and land use applications.
4. Conducts research on zoning and land use projects or studies, including summarizing findings.
5. Performs Code Enforcement and related activities.
6. Supports the department's outreach efforts by drafting letters, memoranda, public notices, agency notifications, newsletter articles, and website content.
7. Prepares maps, charts, and other visual aids.
8. Conducts field inspections.
9. Utilizes computer programs to prepare reports, records, and maps; enters data into electronic permit tracking and mapping systems.
10. Maintains departmental records in accordance with established procedures.
11. Assists with coordination and communication between the department, other City departments, and government agencies on development, land use, and administrative processes.
12. Conducts special studies and projects as assigned.
13. Adheres to all applicable rules, policies, procedures, and laws.
14. Performs additional duties as assigned, demonstrating flexibility and a commitment to departmental goals.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Ability to sit or stand for extended periods while working at a desk, computer workstation, or attending meetings.
- Sufficient mobility to conduct field inspections, which may involve walking over uneven terrain and exposure to varying weather conditions.
- Ability to safely operate a motor vehicle for site visits and related duties.
- Manual dexterity and visual acuity to prepare maps, charts, documents, and use standard office equipment.
- Capacity to communicate effectively in person, via telephone, and through written correspondence.
- Ability to lift and carry materials or equipment up to 25 pounds on occasion.

JOB SPECIFICATIONS:**Education & Experience:**

- High School graduation or equivalency *required*.

Knowledge, Skills and Abilities:**Knowledge:**

- Strong written and communication skills.
- Proficiency in word processing, publishing, and email programs (e.g., Microsoft Office, Google Suite).
- Understanding of organizational policies, procedures, and written instructions.

Skills:

- Exceptional customer service and interpersonal communication.
- Strong organizational and time management abilities to handle multiple tasks and meet deadlines.
- Self-motivation and efficiency in completing assigned work.
- Accuracy in maintaining records and producing reports.

Abilities:

- Flexibility and willingness to work on a variety of planning projects.
- Competence in using computers and related equipment.
- Safe operation of a City vehicle.
- Capacity to work independently and collaboratively as part of a team.

Special Requirements and Certifications:

- Must be enrolled full-time in an undergraduate or graduate program.
- Possess and maintain a valid Oregon Driver's License, maintaining a safe driving record.

Supervisory Duties:

None.

Supervision Received:

Works under the general direction of the Senior Planner, receiving daily guidance and project assignments. Collaborates closely with Planning Staff on designated tasks. Unusual or complex situations are referred to the Community Development Manager for resolution.