

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: TH166 Intern IV
POSITION #/TITLE: Intern IV - Planner	Adopted: 05-16 Revised:

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Non-Manager
Salary Plan/Description: TSH/Temporary/Seasonal/Hourly	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 2736/NB506/ Corridor Metro Planning Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides assistance for a range of transportation planning activities.

Distinguishing Features of the Class

This is an intern level position; work assignments are introductory-level, supporting professional staff project teams and under direct supervision. Based on experience and knowledge, some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Transportation Planning:

Assist with various transportation plans including road, bicycle, and Safe Routes to School plans.
 Perform community engagement for ongoing planning work and general education and outreach.
 Create and assist with graphic design centering around plan layout and map construction.
 Collect and process transit boarding and alighting data to determine student ridership.
 Update transit routes and stops in Google Transit.
 Collect bicycle activity and demographic data.

General Related Work:

Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Some awareness of principles and practices for transportation planning and GIS activities;
 Some awareness of Adobe Creative Suite including but not limited to Adobe InDesign;
 Ability to prepare accurate and reliable reports;
 Ability to present technical information to the public in clear, concise and easily understandable manner;
 Ability to research and analyze transportation planning issues;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Enrolled in an accredited college or university working towards a Bachelor's Degree or Master's Degree in Urban Planning or a closely related field; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.