



Community Development Intern

Supervision:

- Works under the general direction of the Zoning Administrator and City Planner.

Wage:

- \$12.25 - \$17.90/ hr.

Closing Date:

- Open until filled

Application Process:

- Comprehensive job description available at www.tremontonciv.gov
- Interested candidates must submit a completed Tremonton City employment application by e-mail to kwilliams@tremontonciv.gov or deliver to:
Tremonton City Offices,
102 S. Tremont St.
Tremonton Utah, 84337



Scan Code
for application
Tremontonciv.gov

Job Summary

Assists Community Development staff with clerical, organizational, and administrative support tasks related to planning, zoning and development services. Supports daily officer operations by assisting with application intake, record management, data entry, public inquiries, and preparation of materials for staff and public meetings.

This position is intended to provide hands – on exposure to local government operations for high school or college students interested in planning, building, public administration, or related fields. In addition to on-the-job training, the internship offers educational experience in community development processes, including planning and zoning and development review, while providing the opportunity to work closely with City staff in a professional office environment.

Essential Duties:

- Assist staff with organizing applications, files, and basic tracking of development-related materials.
- Help maintain physical and digital records.
- Answer and route phone calls, emails, and public inquiries to appropriate staff.

Knowledge, Skills & Abilities:

- Basic use of office equipment and computers.
- General understanding of how to follow instructions and complete assigned tasks.
- Basic communication with staff and the public in a professional manner.
- Organize simple materials and information.
- Using computers for basic tasks such as typing and data entry.

Education & Experience:

- High school or college student is preferred.
- No prior experience required.
- Training provided on assigned duties.

The above statements are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This updated job ad supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.