

Tremonton City

Job Description

Job Title:	Community Development Intern	
Department:	Community Development	
Location:	102 S. Tremont St., Tremonton, Utah 84337	
Pay Level:	A-1	
Physical Demands: Category II – Light Work as per the Pre-Employment Evaluation Program		
Employment Status	Employment Classification	Required Equipment
Exempt	Full-time	City Vehicle
X Non Exempt	Part-time	Cell Phone
Safety Sensitive	Part-time Recreation	Pager
On Call	X Temporary/Emergency	Personal Protective Equip.
Public Safety	Firefighter/EMT	
Independent Contractor	Benefits	
	Contract	

Job Summary

Assists Community Development staff with clerical, organizational, and administrative support tasks related to planning, zoning, and development services. Supports daily office 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.

Supervision

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

Essential Duties

- Assist staff with organizing applications, files, and basic tracking of development-related materials.
- Help maintain physical and digital records.
- Enter basic data into tracking systems or spreadsheets under supervision.
- Assist with preparing and assembling meeting materials such as agendas and packets.
- Answer and route phone calls, emails, and public inquiries to appropriate staff.
- Assist with mailing, posting, and documentation for public noticing requirements.
- Support organization of Planning Commission and other public meeting materials.
- Assist staff with basic research, copying, scanning, and document preparation.
- Help maintain general office organization and support daily operations.
- Perform other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Basic use of office equipment and computers
- General understanding of how to follow instructions and complete assigned tasks

Skills in:

- Basic communication with staff and the public in a professional manner
- Organizing simple materials and information
- Using computers for basic tasks such as typing and data entry

Ability to:

- Follow directions and complete assigned tasks accurately
- Learn and apply basic office procedures
- Work cooperatively with staff and the public
- Use standard office equipment such as computers, phones, and copiers

Physical Demands

- Primarily sedentary work performed in an office environment, with occasional light lifting (such as files, boxes, or office materials) as needed.

Working Conditions

- Office environment
- May involve periods of busy activity and deadlines
- Regular interaction with staff and the public
- Occasional attendance at evening meetings may be required

Education & Experience

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

Special Requirements

- Must be able to successfully pass a criminal background check
- Must be able to successfully pass a pre-employment drug screening
- A valid Utah driver's license may be required depending on assigned duties

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description 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.