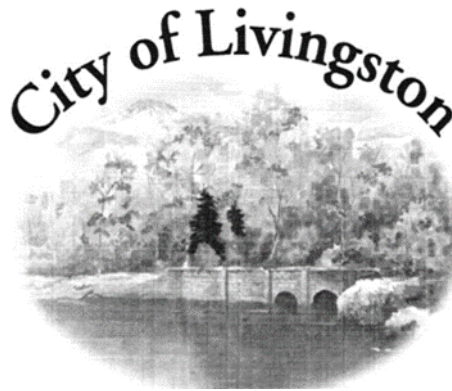


City Manager
Grant Gager

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Incorporated 1889

Chairperson
Melissa Nootz

Vice Chair
Karrie Kahle

Commissioners
Mel Friedman
Quentin Schwarz
Torrey Lyons

JOB DESCRIPTION

JOB TITLE: Planning Intern

DATE LAST REVISED: 8/03/2023

DEPARTMENT: Planning Department

JOB SUMMARY

A part-time, temporary position acting under the direction of the Director of Planning to assist the City with the development and execution of housing and urban planning policy.

DUTIES AND RESPONSIBILITIES

Essential

- Conducts research to support the development of policies to further City housing and urban planning and development goals outlined in the Livingston 2021 Growth Policy.
- Under direction from the Planning Director, compile research, perform analysis and draft documents and reports to support the City's zoning code update and long range planning efforts.
- Support the Planning Director's efforts to update the City website and promotional materials related to Planning Department initiatives and activities.
- Performs other duties as assigned or needed.

QUALIFICATIONS

Minimum

- High school diploma, or equivalent, from an accredited school or program.
- Current enrollment in a post-secondary educational program studying economics, planning, design, geography, public administration or a related field at an accredited institution.
- Proficiency using common office technology including Microsoft Office suite, Zoom meetings, Adobe Acrobat Professional, and a photocopying/ scanning machine.

Preferred

- Proficiency in Wix web design platform or willingness to learn upon hire
- Proficiency in Canva or other graphic design software or willingness to learn upon hire.
- Working knowledge of GIS/ online mapping systems.
- Demonstrated interest in housing and urban planning policy and practice.
- Experience in municipal, county, regional, tribal or state government organizations a plus

POSITION-SPECIFIC REQUIREMENTS

This is a part-time, temporary position funded through June 2024. The successful candidate will be expected to work an average of 20 hours per week, with the understanding that school workload and related responsibilities will be accommodated with adequate advance notice. This is a remote work position and a City-issued laptop will be provided to allow access to City files. The Planning Intern will be required to provide and maintain a secure internet connection while using the City-issued laptop.