Summary Description

- Under immediate supervision, supports the functions of the planning and building staff while gaining knowledge of basic community development functions;
- This is a broad assignment, with individual tasks assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department.

Typical Functions

- Provides support to the Kyle community development department
- Assists staff in collecting and preparing data for various planning projects
- Creates and distribute committee meeting packages
- Learns the City's development application review process; gains familiarity with site, topographic, landscape, and architectural plans; learns to review applications for completeness
- Conducts field work, collects parcel data and researches land records
- Prepares literature reviews and planning reports of limited or variable complexity
- Assists planning staff at community meetings
- Presents report findings at community meetings
- Researches funding sources and grant opportunities
- Conducts basic office functions as needed, such as data entry, file management, and customer service
- Perform related duties as required.

Typical Knowledge

- Basic understanding of community development principles, or an eagerness to learn
- Professional interests relating to a pertinent specialty, such as sustainability, sociology/anthropology, geography, transportation, and/or comprehensive land use
- Competency in various computer software programs, such as Microsoft Office and Internet applications

Typical Skills

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

Minimum Qualifications

- Current enrollment as an undergraduate or graduate student in an accredited city/urban/regional planning program
- Basic report writing, research methods and data compilation.
- Principles of record keeping.
- Modern office methods, practices, procedures and computer equipment.