

Village of Glen Ellyn

Planning and Development Department

Intern Job Description



Internship Description: The Village of Glen Ellyn is seeking an intern to immediately assist the Village at least until May 31, 2018 in the Planning and Development Department. The position is open only to full-time students enrolled in a graduate degree level program earning a master's degree in urban planning, public administration, public policy, or similar discipline. The intern will provide assistance to the Planning and Development Director and Village Planners in support of the daily activities of the planning division and will work on a wide range of projects including assistance with development and zoning reviews, annexation agreements, Code updates and implementation of a Downtown Strategic Plan. The internship provides opportunities to interact with Commissioners and make presentations at public meetings. The intern also provides assistance preparing the narrative of the Department's annual budget. The selected intern will be expected to work with the Public Works and Administration Departments on a variety of development and economic development matters. The internship provides opportunities for mentoring and exposure to complex community issues. Excellent research, writing and public communication skills are a must.

Description of Village: The Village of Glen Ellyn is located 23 miles west of Chicago and is one of the area's premier suburbs. Many organizations, churches and volunteer groups make up this community of 27,767 residents. A charming pedestrian oriented downtown with a variety of shops and restaurants is located in the heart of the Village. Glen Ellyn is centrally located in DuPage County and has access to major highways, interstates, airports and a metra rail station. Glen Ellyn offers excellent educational opportunities. Glenbard West and Glenbard South, two of four Glenbard High Schools, rank among the best in the state. The Village is also home to the College of DuPage, one of the largest community college campuses in the U.S.

Description of Department: The Department has 12 full-time equivalent employees and provides direct staff support to the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission and Building Board of Appeals. Among other things, the Department coordinates the review and analysis of all development projects, maintains land use and building records, issues building permits, conducts building inspections, enforces Codes, handles development engineering reviews, prepares and oversees annexations and annexation agreements, and assists in the preparation of planning policies.

Pay: \$15.00 per hour depending on qualifications, includes participation in IMRF retirement system

Hours per week: 40 hours per week during school breaks, 20 hours per week during the school year

Contact person:

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