



STAFF REPORT

DATE: May 2, 2023

CONSENT

AGENDA ITEM: Authorize Advertising and Hiring for Planning Intern

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

The 2023 budget provided for a planning intern. While we had expected to wait until we got into the new facility before bringing on this position, given the challenges in filling other positions in the community development department and the fact that we are only a couple months away from moving into the new city center, staff is proposing we advertise for a planning intern now.

ISSUE BEFORE COUNCIL:

Should the Council authorize staff to advertise for and hire a Planning Intern?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a posting for the position.

FISCAL IMPACT:

The anticipated hiring rate is \$16-17/hour which is within the range of the budget for 2023. This is a temporary, non-benefitted position.

OPTIONS:

- 1) Authorize Staff to Advertise and Hire a Planning Intern
- 2) Don't Authorize Staff to Advertise for a Planning Intern

RECOMMENDATION:

If removed from the consent agenda:

“Motion to authorize staff to advertise for and hire a planning intern.”

ATTACHMENTS:

- Planning Intern Posting

CITY OF LAKE ELMO

PLANNING INTERN

An Equal Opportunity Employer

SALARY: \$16.00 - \$17.00 per hour DOQ

OPENING DATE: 5/3/23

JOB TYPE: Temporary

CLOSING DATE: 5/17/23

POSITION TITLE: Planning Intern

DEPARTMENT: Community Development

ACCOUNTABLE TO: Planner

The City of Lake Elmo in Washington County is seeking a Planning Intern in the Community Development Department. This individual should be service oriented, organized, and dependable to fill a temporary summer position. Under the general supervision of the Planner, the individual will learn about and assist with the daily planning activities. The position will be responsible for performing entry-level site plan review, researching code and assisting staff in collecting and preparing data for various planning projects.

Applicants must be enrolled in or a recent graduate of an undergrad or master's program in public administration, public policy, urban studies, economic development, urban planning, land use planning or a related field; must be proficient with Microsoft Word, Excel and PowerPoints; and planning coursework or experience is helpful.

Resumes are strongly encouraged and all applicants must complete an application at www.lakeelmo.org. Application materials should be submitted to kgoers@lakeelmo.org or mailed to:

City of Lake Elmo

Attn: Karissa Goers

3880 Laverne Ave N,

Lake Elmo, MN 55042

Applications must be received by 4:30 PM on 05/17/2023 to be considered.