



City of Morro Bay

Morro Bay, CA 93442

(805) 772-6261

www.morrobayca.gov

ANNOUNCEMENT FOR PLANNING INTERN

The City of Morro Bay is pleased to announce we are currently recruiting for a planning internship position. Under general administrative direction from the Community Development Director, the successful candidate will perform a wide variety of planning tasks. Recruitment runs through Tuesday June 21, 2022 or until the position is filled. Interviews will be scheduled for the week of June 27, 2022.

JOB DESCRIPTION: The position will work on current planning projects and/or long-range planning projects depending on experience and qualifications. The general task expectations of this position are as follows:

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- Answer Planning counter questions and zoning inquiries
- Serve as project planner for sign permit applications, temporary use permits, remodels and additions and new single family homes
- Plan review for consistency with the General Plan, Local Coastal Plan, Residential Design Guidelines, Downtown Waterfront Strategic Plan, Waterfront Master Plan, Specific Plans, Subdivision Ordinance, and Zoning Ordinance
- Conduct research for various projects either current, or long range
- Preparation of Graphics, Maps, and Powerpoint presentations

SKILLS:

- Computer programs; Word, Excel, Powerpoint. Preference given for applicants with background in GIS and graphic design.
- General office procedures; answering phones, copying, filing
- Be able to follow direction as well as take self-initiative, must be courteous, polite and enjoy meeting and talking with people both in-person and on the phone.
- Ability to present information to the Planning Commission/City Council and various citizen groups

QUALIFICATIONS: Preference for applicants with a Bachelor's Degree in City & Regional Planning or first-year graduate student (Undergraduate students may also be considered). A writing sample is required.

LOCATIONS/TIMES: The Community Development Department is located at 955 Shasta Avenue, Morro Bay. Office hours are Monday through Friday, 8:00am-5:00pm. The public counter is open Monday through Thursday from 8:00am – noon with priority for applicants who are available during mornings

HOURLY COMMITMENT: 10-20 hours each week. Intern will be responsible for providing staff a consistent weekly schedule.

COMPENSATION: Internship is \$17 to \$20/hour depending on experience.

**To apply, send your resume and two writing samples (2-5 pages max) to:
Scot Graham, Community Development Director at sgraham@morrobayca.gov**