



Personnel

10770 West Oakland Park Blvd. · Sunrise, FL 33351 · P: 954.838.4522

## **Graduate Internship Community Development (Planning Division)**

- DATE:** October 23, 2009 (*open until filled*)
- SALARY:** \$10.00 per hour / Master's level
- NATURE OF WORK:** Performs skilled technical duties related to expansion of our planning database, works with permit monitoring software (Naviline), and reviews applications for zoning permits.
- HOURS:** 20 hours per week
- WORKSITE LOCATION:** Community Development Department –Planning Division  
1607 NW 136 Ave., Building B, Sunrise FL 33323
- EDUCATION:** Currently enrolled at an accredited Florida college or university in a graduate program in Urban Planning or Public Administration or other related field.
- EXPERIENCE:** Candidate must have:
- Experience using Access database or similar software;
  - Strong communication skills; and,
  - An understanding of site plan review concepts.
- HOW TO APPLY:** Please submit two (2) copies of resume, a cover letter specifying outlining your experience and interest in the internship, two professional references and proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**