

Position: PCDD Intern (Mayor's Summer Internship Program)
Department: Planning & Community Development Division
Salary: \$17/hr.
Hours: Monday, Wednesday & Thursday 8:30am to 5:00pm; Tuesday 8:30am to 7:00pm; Friday 8:30am to 12:30pm

Introduction:

The Planning & Community Development Division is comprised of the following organizational program functions: Planning, Zoning, Conservation, Historic Preservation, Community Development Block Grant/Housing, Economic Development, and Bicycle & Pedestrian/Trails. The Division's purpose is to make our city a better place to live while preserving the character of our two villages by developing and implementing comprehensive land use strategies while promoting consistent, current, and sustainable community and economic development practices through a commitment to citizen engagement and the interdisciplinary coordination of municipal departments. Our Division provides technical advice and supports over 100 volunteers that serve on various boards, commissions and committees.

Position Purpose:

Assist Planning & Community Development Division staff with tasks related to the entire division's functions including: Assist all departments with administrative duties including answering to public inquiries via phone calls, emails and in person; Filing/organizing both paper and electronic files, preparing mailings, etc.; Assist with research, data entry and special projects. Performs all other related work as required.

Organizational Scope:

Works under the general supervision of the Business Planning Manager or his/her designee.

Major Responsibilities:

The essential functions and/or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, and/or a logical assignment to the position.

- Provides administrative support to the Planning Department and Community Development Division staff.
- Perform administrative and clerical tasks.
- Participates in the upkeep of electronic files and drives.
- Assists with answering phones and customer service.
- Assist with the collection, analysis and presentation of data.
- Participates in programs and any/all events within the division.
- Performs similar or related work as required, directed or as situation dictates.

Job Qualifications:

Enrollment as a student at a post-secondary education institution. Strong communication skills are required, both verbal and written. Must be able to deal with the public in a tactful and diplomatic manner. Proficiency with computers and in Microsoft Office is required.

Skill: Proficient computer skills (i.e. MS Office, social media platforms), proficient written and oral communications skills. Fluency in other languages, particularly Portuguese and Spanish, is desirable.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort is typical of a municipal office setting.

Confidentiality: Confidentiality is of the utmost importance. In accordance with the State Public Records Law, employee must protect confidential information of the department that she/he has such as lawsuits, client, and department records.

Complexity: The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines.

Work Environment: The employee performs work in an office setting subject to frequent interruptions. On occasion, the employee may be required to work beyond normal business hours.

Occupational Risk: Risk exposure is similar to that found in a typical office setting.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Applicants are asked to submit a cover letter and resume to Jesse Edwards,
jedwards@framinghamma.gov

Visit the City's website to learn more about the community: <https://www.framinghamma.gov/>