



**JOB TITLE:** Student Intern  
**DEPARTMENT:** Community Development  
**REPORTS TO:** Planning and Zoning Administrator  
**FSLA STATUS:** Non-exempt, Part-time  
24-32 hours/week

## **MIAMI TOWNSHIP ADMINISTRATION**

Job Description

### **POSITION SUMMARY**

Under the supervision of the Planning and Zoning Administrator, the Student Intern will assist the Community Development Department with special projects and day to day tasks. They will work in all areas of responsibility including zoning administration, public meeting preparation, writing zoning reports, public presentations, land planning and assisting the Department Head, Zoning Inspector and Township Planner in carrying out daily responsibilities and project duties.

### **SUPERVISION EXERCISED**

- None

### **EDUCATION/EXPERIENCE**

- Earned or working toward a degree in zoning administration, community development, urban planning or a related field such as architecture or civil engineering.

### **SKILLS AND ABILITIES**

- Hold a valid driver's license and maintain insurability as set forth by the Township's motor vehicle liability insurance requirements
- Communicating effectively with public officials, co-workers, other organizations, and the general public (written and verbal)
- Proficiency in office technology and organization
- Computer GIS and graphics skills

### **ESSENTIAL FUNCTIONS AND DUTIES**

- Gaining an understanding of township and department policy documents including Zoning Resolution, Property Maintenance Code and the Imagine Miami Vision 2025 Comprehensive Land Use Plan
- Assist with administration of the township zoning resolution and property maintenance code by answering common questions
- Issue routine zoning permits
- Help maintain organization of zoning records and databases
- Under supervision, provide backup to department staff
- Under supervision, work with and assist the public
- Attend meetings with staff including out of office such as with OKI and Clermont County
- Create site plans using simple graphic programs
- Create ArcGIS projects





**JOB TITLE:** Student Intern  
**DEPARTMENT:** Community Development  
**REPORTS TO:** Planning and Zoning Administrator  
**FSLA STATUS:** Non-exempt, Part-time  
24-32 hours/week

**MIAMI TOWNSHIP ADMINISTRATION**  
Job Description

- Assist with commercial project site plan reviews and reports
- Assist with Board of Zoning Appeals case preparation and presentations
- Assist with Zoning Commission case preparation and presentations
- Assist Zoning Inspector with enforcement matters
- Review historical records and determine relevance
- Attend court proceedings with staff
- Create zoning statistical reports
- Conduct historical research and create zoning verification reports
- Review and update website information
- Research applicable zoning laws
- Assist with comprehensive land use plan update
- Undertakes special research projects including relating to economic development projects that may arise
- Under supervision, serve as point of contact for department by greeting in office customers, answering phone calls and responding to internet questions
- Abide by the Standards of Conduct as defined by Township Administration

## PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

## DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





**JOB TITLE:** Student Intern  
**DEPARTMENT:** Community Development  
**REPORTS TO:** Planning and Zoning Administrator  
**FSLA STATUS:** Non-exempt, Part-time  
24-32 hours/week

**MIAMI TOWNSHIP ADMINISTRATION**  
Job Description

**DATES AND APPROVALS**

Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

