

# Village of Elm Grove

## Position Description

Name: Department: General Government

Position Title: Administrative Intern Pay Grade: Hourly

Date: April 2019 Reports To: Zoning and Planning  
Administrator/Assistant to  
the Village Manager

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### **Purpose of Position**

The Administrative Intern position reports directly to the Zoning and Planning Administrator. Primary responsibilities include assistance with planning, zoning and redevelopment within the Village. Assists the Zoning and Planning Administrator and Village Manager with special projects and in the day-to-day administration of the Village.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

Attends and provides staff support at meetings of the Building Board and other boards and committees as directed.

Assists in reviews of building plans, site plans, surveys and other documents submitted in permit applications for compliance with all required codes.

Assists with code enforcement.

Addresses resident concerns/questions regarding zoning issues and verifies property information.

Prepares for various committee and board meetings by drafting reports and responding to requests for information.

Attends and provides staff support at various committee and board meetings as assigned.

Assists in preparing applications for federal and state grants.

Develops policy alternatives and recommendations for matters to be presented to the Village Board or committees at the direction of the Village Manager.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Assists Zoning and Planning Administrator with revisions of the Code of Ordinance.

Assists in general government operations as needed.

Other miscellaneous projects as assigned by the Zoning and Planning Administrator or Village Manager

Other duties as assigned.

### **Education/Evaluative Responsibilities**

Must demonstrate knowledge of zoning and zoning code enforcement.

Must demonstrate ability to guide applicants through the Building Board process: communicate requirements, answer questions, prepare meeting materials and provide staff support at Building Board meetings.

Must demonstrate skill in document preparation and presentation, researching and writing memorandums, reports, letters, etc.

Must demonstrate professional work etiquette including timeliness, appropriate dress, professional and courteous demeanor, etc.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Enrollment/Acceptance in a Master's degree program in Public Administration, Planning, Architecture or related field at an accredited college or university. Must hold a valid Wisconsin Driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

Demonstrates knowledge and experience in local government management and administration.

Solid research skills and ability to prepare and present accurate and detailed reports.

Working knowledge of a variety of office computer programs is essential.

### **Language Ability and Interpersonal Communication**

Effective oral and written communication skills and demonstrated ability to work with business representatives, elected officials, department heads, the general public and other employees.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning**

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as survey equipment, common hand tools, camera, motor vehicle, photocopier and calculator.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under safe and comfortable conditions, on construction sites and in varying outdoor conditions with minimal risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date