

**Summer Intern
Planning and Development Services Department
Village of Bartlett, IL**

The Village of Bartlett, IL (population 42,000), is seeking a summer intern to work within the Planning and Development Services Department on various planning, site plan and code enforcement related tasks. The intern position is an excellent opportunity to gain professional experience in the areas of: current planning, zoning, land use, site plan, field inspection, database input, and code enforcement. Job related tasks include: working with staff to prepare reports, assisting with preparing maps and graphics, performing field inspections, preparing building permit handouts, researching lighting and parking regulations for Zoning Code updates and other duties as assigned.

This is a temporary, full time position (35 hours per week, typically 8:30 am – 4:30 pm Monday-Friday). The work assignment is for twelve weeks (mid-May to mid-August) and pays \$14.00 per hour.

Applicants working towards a graduate or undergraduate degree in Urban Planning, Geography, Landscape Architecture, or a related field are preferred. Candidates must possess a valid driver's license.

Please submit a cover letter and resume to Kristy Stone, Planning & Development Services Director via email at: kstone@bartlett.il.gov.

DEADLINE FOR APPLICATIONS IS MARCH 8, 2024.

The Village of Bartlett is an Equal Opportunity Employer.