TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCE DEPARTMENT

(978) 640-4488
FAX (978) 640-4488

JOB POSTING

POSITION AVAILABLE: Intern – Temporary Part Time (Department of Community Development)

QUALIFICATIONS: Candidate must either have a BA/BS in Urban Studies, Town Planning, or related fields; or undergraduate with 2-3 years of courses in one of these fields and a general knowledge of Microsoft Windows (Word, Excel and Access) and GIS.

Candidates must have strong research skills, be able to organize information in spreadsheets and perform field work as needed. Good communication skills, a positive attitude, excellent verbal and written skills and the ability to work unsupervised are also required. A general understanding of the State's Zoning Act and Subdivision Control Law is a plus.

Specific job qualifications are listed in the job description attached.

HOURS: 20 hours a week

HOURLY RANGE: Hourly $10.00 to $15.00

POSTING DATES: From: April 8, 2015
To: April 30, 2015

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov and emailed to adminsvcs@tewksbury-ma.gov or faxed to 978-640-4302 Attn: Teresa Belanger.

The Town of Tewksbury is an affirmative action equal opportunity employer.

INTERN
Department of Community Development

SUMMARY

The Intern assists in the research and development of programs for the department of which he/she is assigned.

SUPERVISION RECEIVED

The Intern is subject to the direction and control of the Director of Community Development or his/her designee.

SUPERVISION EXERCISED

None noted.

QUALIFICATIONS

Candidates must have a BA/BS in Urban Studies, Town Planning, or related fields; or undergraduate with 2-3 years of courses in one of these fields and a general knowledge of Microsoft Windows (Word, Excel and Access) and GIS. Candidates must have strong research skills, be able to organize information in spreadsheets and perform field work as needed. Good communication skills, a positive attitude, excellent verbal and written skills and the ability to work unsupervised are also required. A general understanding of the State's Zoning Act and Subdivision Control Law is a plus.

A Massachusetts driver's license is also required.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).
- Must be able to communicate effectively in writing and orally in a clear and precise manner.

GENERAL DUTIES AND RESPONSIBILITIES

The objective of this position would be to accomplish certain specific tasks for the Community Development Department which supports the Planning Board, Conservation Commission, Local Housing Partnership, and Community Preservation Committee.

Specifics tasks would likely include updating the Town's Open Space Inventory, evaluate potential sites for affordable housing, and work with the Conservation Agent to close out existing enforcement orders. Other possible items would include working on updating rules and regulations.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE POSITION.