



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Development

Position: Community Development Intern
Salary Range: \$16.28 per hour
Location: Community Development
Employment Type: Temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024 and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours total.

First Review: May 3rd, 2024

Part Time Benefits Include: Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0.

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: The Community Development Interns will support the Community Development Department with various research and documentation tasks. This role provides an opportunity to gain hands on experience in local government operations, research methodologies, interpretation of local and state codes, and formal report writing. The intern will work closely with department staff to fulfill project requirements and contribute to the overall goals of the organization.

Working Environment/Physical Abilities: Work is typically performed in an office setting, however traveling to meetings, public hearings, or a development site(s) in various weather conditions may be required. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Position may require climbing, standing, and walking at field sites.

Minimum Qualifications: Education And Experience: Minimum education is GED or equivalent and currently enrolled in a bachelor's program as a junior, senior, or have recently graduated with a BA/BS in planning, geography, political science/government, or related field of study with the desire to learn about local governance.

Application: Walla Walla County application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must have good communications skills in answering phones and assisting walk-in customers. Must possess computer skills, including internet use and Microsoft Office.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

TITLE: Community Development Intern

DEPARTMENT: Community Development

REPORTS TO: Deputy Director

PAY GRADE: \$16.28 per hour, temporary position of not more than six (6) weeks in duration with flexible work period not to commence before June 1, 2024, and concluding no later than August 31, 2024, with a maximum work week not to exceed 20 hours/week, not to exceed a maximum of 120 hours in total.

JOB SUMMARY: The community development Intern will support the Community Development Department and various research and documentation tasks. This role provides an opportunity to gain hands on experience in local government operations, research methodologies, interpretation of local and state codes, and formal report writing. The intern will work closely with department staff to fulfill project requirements and contribute to the overall goals of the organization.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Focus on research and draft document preparation.
- Learning objectives include understanding the role of local government, non-academic research methods, interpreting and applying local and state codes, and formal report writing.

EXAMPLE OF DUTIES:

- Agricultural resource lands research and report
- Certified Local Government application to Washington Department of Archaeology and Historic Preservation
- Code update research and drafting, topics could include short-term rental regulations
- Attend staff meetings to learn about current planning topics

EQUIPMENT TO BE USED:

Various types of materials and equipment are used: local, county, state, and federal codes, digital and paper records, land use and zoning maps, statistical and legal documents and information, construction plans, professional literature, architectural, mass communications, audiovisual aids, graphics, telecommunications, personal computer, GIS, and standard office equipment.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES:

Work is typically performed in an office setting, however traveling to meetings, public hearings, or a development site(s) in various weather conditions may be required. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Position may require climbing, standing, and walking at field sites.

KNOWLEDGE AND ABILITIES:

- Working knowledge of GIS.
- Knowledge of statistical methods.
- Ability to read, analyze, and interpret complex codes and documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to research and prepare a variety of written documents.
- Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.
- Ability to use initiative and independent judgment within established procedural guidelines and County regulations and policies.
- Must be proficient with personal computer(s), particularly word processing, data management, mapping, and computer-generated presentations.

EDUCATION AND EXPERIENCE: Minimum education is GED or equivalent and currently enrolled in a bachelor's program as a junior, senior, or have a recently graduated with a BA in planning, geography, political science/ government, or related field study with the desire about local govern.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass a background check and a driving record check. Valid driver's license required. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must have good communications skills in answering phones and assisting walk-in customers. Must possess computer skills, including internet use and Microsoft Office.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**