



## **Town of Lauderdale-By-The-Sea**

Development Services Department

4501 N Ocean Drive

Lauderdale-By-The-Sea, FL 33308

Ph (954) 640-4210

<http://www.lbts-fl.gov>

## **Undergraduate/Graduate Internship Development Services Department**

- OPEN PERIOD:** Open until filled.
- SALARY:** \$10 per hour
- HOURS:** 15-20 hours per week; through September 2017
- SCOPE OF WORK:** Entry level, temporary, part-time position which provides experience in the Town's Development Services Department.
- ESSENTIAL FUNCTIONS:** Performs planning and code related research; carries out a wide variety of administrative functions; conducts field work; operates word and data processing equipment; other duties as assigned.
- EDUCATION:** Currently enrolled at an accredited Florida college or university in an undergraduate or graduate program in Urban Planning, Public Administration or other related field.
- EXPERIENCE:** Candidate must have strong written and verbal communication skills; strong organizational skills; an understanding of zoning and site plan review concepts; have proficiency in business English, spelling and arithmetic; light computer skills.
- HOW TO APPLY:** Please submit employment application and drug free workplace form (<http://www.lauderdalebythesea-fl.gov/town/employment.htm>), a resume, a cover letter, proof of education and two references to:

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