



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Job Opportunity: PLANNING INTERN

\$14.24 - \$17.31 per hour, up to 25 hours per week

Apply Immediately, Open Until Filled.

Are you energetic, motivated, creative, and considering a career in a field related to land use planning?

If yes, Laguna Niguel is the place for you!

Laguna Niguel is a premier master-planned community located in South Orange County, minutes away from California's beautiful beaches and pristine coastline. Laguna Niguel is a thriving business-friendly and family orientated community that enjoys an exceptional quality of life. We are looking for a unique and special individual to join our City team as a Planning Intern in the Community Development Department. Schedule and work hours may vary based on the needs of the City and your school schedule. **This opportunity won't last so apply today!**

PRIMARY FUNCTION:

Under supervision, this position will observe and receive instruction as to how, and have the opportunity to perform a variety of duties in support of the Planning Division as follows:

- Provide verbal and/or written information in response to inquiries and requests from the public.
- Review building plans and ministerial permit applications to ensure compliance with zoning regulations related to land use compatibility and site design principles.
- Serve as project manager for minor land use entitlement applications, including field work, code and policy analysis, and preparation of staff reports.
- Assist Planning Division staff with various research projects in support of major land use entitlement application review and long range planning activities.
- Perform related duties as assigned.

QUALIFICATIONS:

- Junior or higher student from an accredited college/university majoring in Urban Planning or a closely related field.
- Modern office methods, procedures, and computer equipment.
- Possess a valid California Driver's License.

APPLICATION PROCEDURE:

A required City application form can be found online at the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and show that the minimum qualifications are met. Completed applications should be submitted online, emailed to Hresources@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

