



Date Developed:	April 2017
HR Review Date:	April 2017

JOB DESCRIPTION/JOB POSTING
 AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Community Development, & Public Works Agency
DIVISION:	Transportation & Mobility, & Sustainability
POSITION TITLE:	Transport & Natural Systems Intern
HOURS:	37.5 hours/week during Summer; 20-25 hours/week School Year
PAY GRADE/RANGE:	\$12-18/hour
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Non-Exempt
OPENING DATE:	4/14/2017
CLOSING DATE:	4/28/2017

NATURE OF WORK:

The Transportation & Natural Systems Intern is responsible for performing entry-level professional assignments to provide staff support to the Transportation & Mobility Coordinator within the Community Development Department and Sustainability Division staff within the Public Works Agency. The position assists with various aspects and phases of sustainable systems projects which include providing support in project and field research, data management, report and presentation development, leading community engagement efforts, supporting staff at various public meetings, and performing demanding clerical duties. The position provides excellent customer service to internal and external customers on a daily basis. The nature of work is characterized by performance of advanced technical and administrative duties for which skills in comprehensive data coordination, policy development and documentation is required. Work is often project oriented involving full scope of activities from planning to implementation and evaluation; as such, the position's planning will be on an annual schedule.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Develop policy and program recommendations for initializing the inclusion of older adults and people with disabilities within community engagement activities
- Identify desired services and policy trends from the Transit Planning 4 All Grant program, and formulate a final program report
- Provide assistance as directed in reviews, research and updates of the City's Bike Plan Update and Multi-Modal Transportation Plan
- Develop community engagement strategies for the City's transportation initiatives

- Review bicycle parking needs and request systems within the City and develop programmatic recommendations for delivering bicycle parking infrastructure.
- Collect data on active transportation behaviors, knowledge and preferences within the City
- Collect and manage Livability metrics for internal measuring and external award applications
- Prepare and draft staff review memorandums upon review and analysis of active transportation accommodations and networks within Planned Development applications
- Analyze waste data from the City's waste contracts and City waste collection programs
- Support Engineering staff in the implementation of the Street Light Master Plan Study
- Research best management practices for waste data organization and analysis and recommend a new set of data management procedures
- Review and request electric vehicle charging station data from City-owned stations as well as privately-owned and operated stations
- Assist Sustainability Division staff in complying with requirements of the Global Compact of Mayors
- Support the update to the City's greenhouse gas emissions inventory
- Assist with various duties for transportation & mobility group functions
- Assist staff with miscellaneous tasks for board and commission meetings
- Perform other duties as assigned

MINIMUM REQUIREMENTS OF WORK:

- Currently pursuing a Bachelor's Degree or Master's Degree in Community/Urban Planning, Transportation Engineering, Environmental Studies/Science, Environmental Engineering, Public Policy or substantially similar degree
- Knowledge, skills and abilities in the following areas:
 - Satisfactory verbal and written communication skills
 - Ability to provide excellent customer service
 - Knowledge of business terminology, spelling and punctuation
 - Strong interpersonal and conceptual skills and the ability to deal effectively in a team environment
 - Ability to establish and maintain effective working relationships with diverse group of individuals including supervisors, co-workers, and the public
 - Skilled in performing basic mathematical calculations
 - Proficient in use of personal computers and related software applications specifically; Microsoft Office, Word, Excel and Outlook
 - Ability to multi-task many variable duties and responsibilities
 - Skilled in handling frequent interruptions and exercise critical judgment
 - Ability to maintain professionalism in various situations
 - Ability to read, understand and interpret manuals, ordinances, written policies and procedures, statutes, rules, regulations, memos, letters, reports, maps, and legal documents

PHYSICAL REQUIREMENTS OF WORK:

Mostly sedentary work occasionally exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May involve walking or standing for brief periods of times.

The worker is subject to inside and outside environmental conditions: protection from weather conditions but not necessarily from temperatures changes. No environmental hazards for this classification.

SUPERVISION:

Work is performed under general supervision of Transportation & Mobility Coordinator and Sustainability Office Staff. The position has regular contact with other divisions and department at all levels, and uses the necessary resources in other departments and divisions as well as external resources as appropriate.

Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City Work Rules and Safety Regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled utilization of equipment, quality of tasks, adherence to work rules, and performance in accordance with the classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with other City employees (within the department and across department lines), elected officials and general public.

SELECTION METHOD

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

Structured Oral Interview
Qualifications Assessment

To apply for this position, please send a cover letter and resume to Katherine Knapp, at kknapp@cityofevanston.org, on or before the closing date (04-28-2017).

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to

accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).