



SAN FRANCISCO PLANNING DEPARTMENT

2012 SUMMER PLANNING INTERNSHIPS

(PAID AND UNPAID POSITIONS)

JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for up to 11 Planning Interns (3 Paid and 8 Unpaid) to work with Planning Staff on a variety of planning projects. This will be a rewarding and valuable experience for those interested in the Planning field and desire introductory work experience or college credit. Planning Interns will conduct research and collect and analyze data for planning work related to historic preservation, open space / urban design, transportation, sustainable development, and legislation.

PROJECTS (3 PAID - FULL TIME POSITIONS)

Historic Preservation - (PAID - FULL TIME)

There are two major tasks identified for this internship. The first is to collect and map the California Register Historic Districts and integrate the information into our existing Planning Database. The second task is to further study and identify potential historic districts in San Francisco. The intern will produce a map showing district boundaries, take photographs of contributing and non-contributing resources, prepare a report identifying the period of significance and why the district is eligible for listing on the California Register, and listing the character defining features of the district. Research, strong writing, and mapping (GIS) skills and background in historic preservation are highly desirable.

Open Space / Urban Design - (PAID - FULL TIME)

The primary task for this internship is to assist in the Green Connections Project. Building on the existing efforts, the intern will conduct research and compile information on best practices to support non-motorized trips to parks and open space. The intern will conduct field inspections, take photographs, record site conditions and examine any other relevant information pertaining to park use and open space. Research and strong graphic skills are highly desirable. See attached link for more information.

Transportation Demand Management (TDM) - (PAID - FULL TIME)

The primary task for this internship is study Transportation Demand Management programs. The intern will conduct research and analyze data in order to understand how to better enhance TDM programs for existing and proposed developments. This is an interdisciplinary effort so the intern will work with staff from other divisions of the Department (i.e. long range planning, environmental planning, and current planning divisions) to catalogue the existing requirements, analyze and assess the effectiveness of the TDM programs, and develop recommendations. Background in transportation planning is desirable. See link for more information.

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PROJECTS (8 UNPAID – PART TIME OR FULL TIME POSITIONS)

Sustainable Development (Urban Food System) and Transportation - (UNPAID –FULL TIME)

There are two major tasks for this internship. The first is to study Urban Food Systems. The intern will conduct research and prepare reports related to food systems in the City and throughout the country. The second task is to help support the transportation planning team in a variety of work such as finalizing the Driveway Standards Guidelines and conducting a comparative analysis of the 2000 and 2010 Censure for residential mode splits.

Historic Preservation - (UNPAID –FULL TIME)

There are two unpaid positions in historic preservation. The first position is to assist with historical research, photography, field visits, writing, and document preparation associated with a neighborhood-based historic resource survey. The intern will also work with preservation staff on landmark designations and website content focused on existing local Landmarks. Strong writing skills are essential. Education experience in historic preservation is a plus. Historical research experience and/or GIS mapping skills are preferred, but not required.

The second position is to update and prepare new information for the Historic Preservation section of the Planning Department website. Projects include the development of self-guided walking tour maps and brochures for existing Landmark Districts. Solid writing skills and strong graphic skills are essential, including knowledge of InDesign or Illustrator.

Neighborhood Commercial Land Use Survey - (UNPAID – PART TIME OR FULL TIME)

There are four positions for this internship. The interns will be part of an on-going neighborhood Commercial Survey program. The interns will work independently as well as with the land use survey team on a variety of tasks including researching permit history, conducting field inspections, collecting data, performing analysis, and generating maps. Working knowledge in GIS is preferred but not required.

Legislation and Public Policy - (UNPAID –FULL TIME)

This primary task for this internship is to assist the legislative team on a number of duties affecting or pertaining to the legislative work in the Planning Department. The intern will assist in the preparation of Departmental responses to public and Supervisor's inquiries, participate in the examination of new planning policy and direction, and provide support for any other related legislative activities. The ideal candidate would be pursuing or would have recently received a graduate degree in Planning, Public Policy, Land Use Law, Government Affairs, or related fields.

MINIMUM QUALIFICATIONS:

Availability

Interns must be available to work between June 4 and August 24, 2012. All positions, except for the 4 unpaid positions for the Neighborhood Commercial Land Use Survey are full time (40 hours per week). Part time positions (no less than 20 hours per week) are only available for the Neighborhood Commercial Land Use Survey.

Training and Experience

The ideal interns should (1) have general knowledge of land use planning, urban design principals, historic preservation, sustainable development, and / or transportation planning; (2) be familiar with database management techniques, (3) have the ability to interpret data, (4) be proficient in preparing and presenting written reports; and (4) possess strong written and oral communication skills. A baccalaureate or graduate degree in City and Regional Planning or a related field is generally desired.

CONTACT:

Interested persons should send a cover letter and resume via email to Nora Priego at nora.priego@sfgov.org. Be sure to indicate your preference for which project you would like to participate in your cover letter.

DEADLINE:

Friday, April 13, 2012 at 5:00 pm