

Sauk County, Wisconsin
Department of Land Resources & Environment
Summer 2023 Planning & Zoning Intern Position

TITLE: Planning & Zoning Intern
DEPARTMENT: Land Resources & Environment
REPORTS TO: Planning & Zoning Manager
PAY SCALE: \$14.00/hr.

POSITION SUMMARY (GENERAL)

This position is a temporary, part time, non-exempt position. The Planning & Zoning Intern provides assistance for planning activities on behalf of Sauk County. Performs duties related to: recreation and natural resource planning; short and long range planning; intergovernmental cooperation; special projects; related work as assigned.

SAUK COUNTY VALUES

- **Integrity:** Honesty, fairness, and transparency that engenders confidence and community trust.
- **Respect:** Tolerance, patience, and treating people fairly and with dignity.
- **Excellence:** Providing service that is mission driven, competent, accountable, and reflective of best practices while being good stewards of resources.
- **Collaboration:** Partnering with policy makers, departments, employees, and customers to attain organization goals.
- **Innovation:** Proactively planning for the future and supporting a culture that fosters new ideas and ways of providing services.

ANTICIPATED 2023 PROJECTS

Working as a planning intern for Sauk County is about more than just being an intern; it is about being a valued member of the planning team. The primary focus of the 2023 intern position will be planning for Sauk County's future outdoor recreation opportunities and county comprehensive planning including:

- **Great Sauk State Trail.** In just four years, Sauk County planned for and built the first 12 miles of the State of Wisconsin's newest state trail: the Great Sauk State Trail. We are not done and need to plan for the construction of the trail through Devil's Lake State Park, onward to the cities of Baraboo and Reedsburg, and over the Wisconsin River into Dane County. The intern will be part of a planning team working with an outside consultant to prepare a master plan that will establish a regional trail corridor spanning 20 – 30 miles that will become part of a larger trail network connecting Lacrosse, WI to Madison, WI.
- **County Comprehensive Plan.** The County will be embarking on a new Comprehensive Planning process for a complete plan rewrite. The intern will assist with a rigorous public participation agenda by attending community events, stakeholder meetings, and planning citizen charettes. This process will overlap with Town, City, and Village local governing bodies and will teach collaborative approaches to policy making and communication.
- **Comprehensive Outdoor Recreational Plan.** Over the past 2 years, the County has drafted and approved five separate individual park property master plans to expand outdoor recreational opportunities to local and visiting citizens. The intern will have the opportunity to assist in implementation of these approved plans and the planning process for the Hemlock County Park Master

Plan. The intern may organize and initiate public input events, draft portions of the plan, and assist with communication to local governing bodies.

- **Baraboo Range Protection Program.** The Baraboo Range Program was a landscape scale conservation effort that focused on preserving the largest blocks of mostly deciduous forest remaining in the upper Midwest. The program completed the acquisition of 43 conservation easements which are held by Sauk County, protecting over 3,100 acres. Today the lands affected by the conservation easements must be monitored at 3-year intervals to assure that the standards of the easements are maintained to assure continued protection of this natural resource. The intern will focus on coordinating monitoring events with participating landowners, walking protected properties, and documenting findings.

ESSENTIAL FUNCTIONS (Illustrative only):

- Assists in performing and coordinating the responsibilities of the Land Resources and Environment Department.
 - Researches, evaluates cost effectiveness and makes recommendations or provides consultation on priorities for planning projects and other projects assigned to the Department;
 - Provides liaison support between the county and other units of government and the public;
 - Organizes, conducts, and attends meetings with government officials, public and private agencies, citizens groups and other groups as appropriate to discuss and explain plans.
- Provides assistance for short and long range planning programs.
 - Prepares work schedules for programs and projects;
 - Compiles and analyzes information and data on economic, social, and physical factors affecting land use and evaluates these for environmental impact and impact on present and future residential, commercial, industrial, agricultural, recreational, and community development;
 - Identifies problems and recommends resolutions;
 - Submits reports and recommendations to governmental bodies for policy determinations;
 - Performs reviews and revisions of established plans;
 - Ensures that meeting dates and locations are scheduled, agendas are prepared, properly noticed, and distributed for projects;
 - Provides meeting facilitation activities when necessary.
- Prepares written reports and makes oral presentations for appropriate committee or department review, revision, and policy determination.
 - Conducts research and analysis and compiles data of information related to special projects or studies;
 - Prepares short-range plans, studies, and reports on projects and recommends implementation methods to the appropriate department staff or committee.
 - Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Must be enrolled in a 4-year college/university with three (3) or more years completed in Urban/Regional Planning or a closely related field. Graduate students pursuing a degree in Planning or Community Development preferred.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license and acceptable driving record.

DESIRED QUALIFICATIONS

- Ability to accept challenges and assigned tasks and work independently to accomplish assigned tasks;
- Ability to adapt to changing circumstances and present information from varied perspectives;
- Ability to facilitate discussions at public meetings and attend meetings independently.
- Experience using ArcGIS Software, and Adobe Creative Suite or Canva design programs.

APPLICATION AND DEADLINE

To apply go to: www.co.sauk.wi.us click on the employment tab and choose Planning & Zoning Intern

Application deadline: February 17, 2023