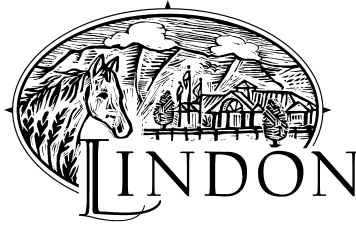


Lindon City  
100 North State Street  
Lindon, UT 84042-1808



TEL 801-785-7687  
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[www.lindoncity.org](http://www.lindoncity.org)

## **INTERNSHIP ANNOUNCEMENT**

### **GIS / PLANNING INTERN**

Application Deadline – Open until filled

Lindon City has an immediate opening for up to two GIS / Planning Interns to work in the Community Development Department. Current positions are unpaid. Potential duties include: creation of GIS maps for Planning Commission & City Council meetings, assisting with preparation of PowerPoint presentations for staff reports, building permit reviews for zoning conformance, office phone and counter support, and other duties as assigned. Work is available for 10+ hours per week depending on skills and qualifications. Intern *may* also be expected to attend some Planning Commission meetings starting at 7:00 p.m. on the 2nd & 4th Tuesday of each month.

Applicants should have ability to produce GIS based maps and retrieve data using ArcView software. Experience using Google SketchUp is beneficial, but not required. A general planning background is helpful. Additional required office skills include: proficient typing, detailed tracking / filing of projects, interacting appropriately with customers and citizens, and a working knowledge of Microsoft Office software (Word, Excel, PowerPoint). Applicants must have a valid driver license with no limiting restrictions or significant violations, and must also pass a criminal background check and drug screening test prior to official employment.

Applicants must submit a current resume and a completed Lindon City Job Application available at the Lindon City Center, 100 North State Street, Lindon, UT 84042. Job applications are also available online at [www.lindoncity.org](http://www.lindoncity.org).

If you have any questions regarding the internship please contact Adam Cowie at 801-785-7687 or by email at [acowie@lindoncity.org](mailto:acowie@lindoncity.org).