

**LAKE MINNETONKA CONSERVATION DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Code Enforcement/Permitting Intern

REPORTS TO: Executive Director

PURPOSE: The District is looking for a highly motivated individual to assist us with Code Enforcement and Permitting projects.

COMPENSATION: \$11.00 to \$13.00 per hour, DOQ

DURATION: June through August (40 hours per week, Monday through Friday)

LOCATION: 18338 Minnetonka Blvd., Deephaven, MN 55391

RESPONSIBILITIES: The intern will assist the District in a variety of Code enforcement and Permitting projects. These include:

- Assist in conducting fieldwork and follow-up of 2007 District Code Enforcement efforts, concerning docking and boat storage.
- Assist the Administrative Technician in conducting inspections of permitted and non-permitted activities.
- Assist in maintaining a database of Code violations utilizing GIS software.
- Assist in preparing reports and correspondence of 2007 District Code enforcement efforts and inspection activities, including developing material for presentations to the District Board.
- Review and make recommendations on updates to the District website.
- Other duties may be assigned.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES

- Bachelors degree, or currently enrolled, in public administration, urban planning, geography/GIS, or similar degree program.
- Strong written and verbal skills.
- Experience using Microsoft Office, including Access, with ArcGIS and GPS experience preferred.
- Ability to work independently within a coordinated team framework.
- Capable of operating a small watercraft for fieldwork on Lake Minnetonka, with familiarity of the Lake preferred.
- Valid drivers license and own means of transportation for business purposes.

APPLICATION INFORMATION: Call (952) 745-0789 for a District application.

Mail completed application, with resume and cover letter, to:

Greg Nybeck
Lake Minnetonka Conservation District
18338 Minnetonka Blvd.
Deephaven, MN 55391

Application Deadline: April 13, 2007 (4:30 p.m.)

Dated: March 6, 2007