



## Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the City's cultural guidelines will gladly be provided for your review.

## To Apply:

To apply submit a resume and job application to Andrea Rabineau.



[arabineau@hudsonville.org](mailto:arabineau@hudsonville.org)



(616) 669-0200

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# PLANNING & ZONING INTERN

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## ABOUT HUDSONVILLE

The City of Hudsonville is a rapidly growing community of 8,000 residents located in SE Ottawa County, MI, about halfway between Grand Rapids and Holland.

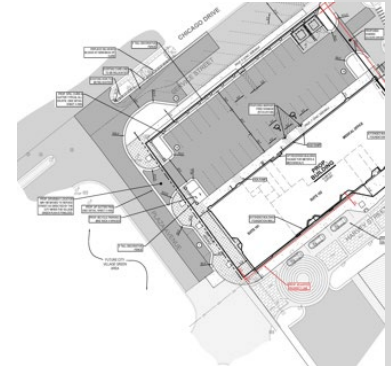
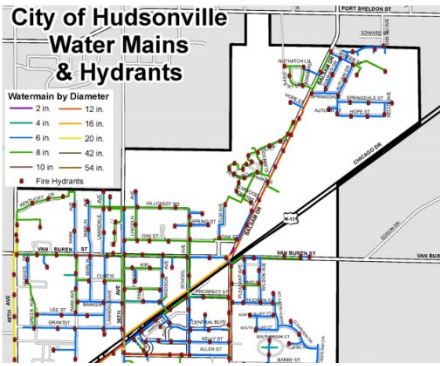
Hudsonville is a welcoming city with strong values, friendly people, well-kept neighborhoods, outstanding public and private schools, an historic farming community background, numerous parks, and a downtown business district which is currently undergoing a substantial revitalization.

## JOB SNAPSHOT

This intern will undertake a diverse range of administrative support responsibilities at City Hall, specifically within the Planning and Zoning department and City Manager's office. The Planning and Zoning department oversees code enforcement, development, and ordinance management.

## OUR IDEAL CANDIDATE

The ideal candidate for this position has a high school diploma or equivalent, with additional education in Urban Planning, Geography, Public Administration, Political Science, or related field being highly desired. Key competencies include establishing effective relationships, knowledge of modern office procedures, high attention to detail, organizational skills for file and record management, excellent written and oral communication skills, proficiency in operating computers and standard office equipment, and familiarity with word processing and spreadsheet software. The candidate should also be capable of performing research, have a basic understanding of site plans and maps (GIS knowledge is a plus), and be willing to undertake various administrative tasks within the Planning and Zoning department, including field inspections, correspondence, and meeting support.



## RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following: (This list may not be wholly inclusive of expected tasks.)

- Provides assistance in field inspections, enforcement letters and follow-up communication. May include working with the Ottawa County Sheriff Department.
- Administrative assistance to the Planning Commission, Zoning and Construction Board of Appeals, including compiling information for meeting packets and organizing meeting minutes.
- Assists in the creation and maintenance of maps with GIS software.
- Performs a variety of administrative tasks relating to the administration of the Planning and Zoning department. Such tasks include assistance with correspondence, processing and file management of planning and zoning applications and permits.
- May attend applicable meetings and assist with taking minutes, conducting research, answering inquiries and devising solutions.
- Performs other related tasks and work assignments as directed.

## MINIMUM QUALIFICATIONS

- Required training includes a high school diploma or equivalent. Relevant continued education is desired in Urban Planning, Geography, Public Administration, Political Science or other related fields.
- A valid Michigan Motor Vehicle Operator's License and an acceptable Motor Vehicle Record (MVR).

## JOB-BASED COMPETENCIES

- Skill in establishing and maintaining effective working relationships with fellow employees and the general public.
- Knowledge of modern office procedures and practices to efficiently process applications for department services.
- Knowledge and organizational skills relating to file and record management.
- Possess excellent written and oral communication skills.
- Skill in operating personal computers, calculator and other standard office equipment.

- Skill in word processing and spreadsheet software programs.
- Ability to perform research.
- Have a basic understanding of site plans and maps. GIS knowledge is a plus.

## COMPENSATION & BENEFITS

- Starting pay for this position is \$15.00/hour.
- Average 20 hours/week dependent on class schedule.
- This position does not include medical or retirement benefits.
- The City of Hudsonville hosts a wellness program, which provides employees with access to an on-site fitness facility and access to wellness and exercise activities.

## 2025 SPRING PROJECT LIST

Hours Required: 240

Estimated Start Date: May 5<sup>th</sup>, 2025

Estimated Completion Date: August 15<sup>th</sup>, 2025

Dates and hours commitment are negotiable based on semester dates or credit necessity.

- Document current site plan review and permit approval process.
- Assists with research and information gathering for administrative use.
- Maintain and audit site plan files and create a spreadsheet of project summaries.
- Create Follow-up Documents for Master Plan and Zoning Ordinance Update (Wrapping up June 2025), such as:
  - Develop an Infill Housing Administrative Approval Process, including application forms and guidelines.
  - Conduct research and draft ordinance updates based on finalized Master Plan and Zoning Ordinance.
  - Create internal documents to support department implementation and workflow for the new zoning regulations and policies.
- Assist with the Transfer of City Utility Data to ESRI Field Maps such as:
  - Adjust symbology and update city utility data for seamless integration into ESRI Field Maps.
  - Coordinate the distribution of site plans to fill gaps in the utility data.
  - Support the Department of Public Works (DPW) in transitioning to Field Maps and the use of GPS units.
- Serve as the liaison between the city and the REGIS department of Grand Valley Metro Council (GVMC), providing monthly system updates, attending meetings, and addressing data gaps.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderately quiet in the office, and moderately loud in the field.

## SUPERVISION RECEIVED

Works under the supervision of the Planning and Zoning Director & City Manager.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; final selection and a pre-employment drug screen.

The examples of duties are intended only as illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.