



City of Seattle
VOLUNTEER STUDENT INTERNSHIP (unpaid)

Department of Planning & Development #DPD-2010

About the Department of Planning & Development and Green Building Division:

The Department of Planning and Development (DPD) is responsible for the development and enforcement of construction, land use, and housing and building maintenance codes, for processing development applications, and for inspecting new construction.

City Green Building (CGB), a division within DPD, is responsible for promoting sustainability in the built environment, and helping to make sustainable development standard business practice in Seattle. To support greater efficiencies in existing buildings, CGB staff are leading the City's efforts to implement recently passed legislation mandating the disclosure and reporting of the energy performance of all major non-residential and multi-family buildings in the City. This intern position will be directly supporting that work. For more information on the division, check out <http://www.seattle.gov/dpd/greenbuilding/>.

POSITION & DUTIES: Energy Disclosure Program Intern

- 80% of time: identifying and gathering data from a variety of data sources (King County Assessor's records, internal City of Seattle GIS systems, utility billing systems, etc.) in order to construct a database of all major buildings in Seattle – address, size, description, etc. Each building must ultimately be correlated with the service meters of all utilities serving the building. Therefore, this work will require both technical/analytical skills, and a high degree of interaction with other departments and organizations.
- 10% of time: support in refining the policies and processes to implement the disclosure legislation. This includes attendance and administrative support for interdepartmental meetings, coordination with public stakeholders, and assistance with the rulemaking process.
- 5% of time: mapping results of the dataset created to assess number and type of buildings in different market sectors and geographic locations.
- 5% of time: general staff meetings and training.

EDUCATIONAL BENEFIT:

Research to identify and acquire data sources for analysis; experience working with and analyzing complex GIS based datasets to support development of leading edge sustainability policies; understanding of government planning processes; preparation and presentation of results to a variety of groups; and tangible contribution to the mission of one of the leading municipal sustainability programs in the nation.

REQUIREMENTS

Enrollment: Applicants must be graduate students studying Urban Planning, Landscape Architecture, Engineering, Architecture, Public Administration, Geography, or Construction Management and in good academic standing. Ability to gain academic credit for internship experience during spring and summer terms. **Exception: students who are enrolled in academic programs where an internship is a graduation/degree requirement (proof will be required). ** Students who will not be enrolled past June 2010 will not be eligible for this internship.

Required Qualifications:

Fluency with GIS and database analysis (please address in cover letter and/or resume if you possess these skills and/or have taken classes that address them), spreadsheet skills, strong communication skills, and highly organized and self-directed.

Desired Qualification:

Familiarity and interest in energy efficiency and sustainability.

POSITION BEGINS / ENDS and HOURS

It is anticipated the position's start and end dates will be flexible. Start: between early May and mid-June 2010, End: through the end of the summer (end of August – September). The work week hours can be flexible during the spring and summer terms (15-30) between the hours of 8:00 am – 5:00 pm, Monday - Friday.

HOW TO APPLY

Provide the following:

- An **Application** found as a link on the bottom of www.seattle.gov/jobs/internships.asp (choose volunteer application)
- A **Cover letter** and **Resume** outlining experiences and qualifications related to this position
- A **Transcript** of completed courses (Unofficial okay – should include credits, grades, and cumulative GPA)

Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department at cwp@seattle.gov

Please note that the application form on our website is not downloadable. Please either scan the document and send with your other electronic materials or copy-and-paste into a word document. Word attachments accepted, .pdf preferred.

APPLICATION DEADLINE: 5:00 pm, Tuesday, March 23, 2010 – Please apply ASAP as applicants will be reviewed upon receipt and interviews may be conducted prior to the deadline.

The City of Seattle is the first municipality in the United States to recognize and begin to address institutionalized racism. The mission of the Race and Social Justice Initiative, which began in 2005, is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents.