



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

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Public Health/Planning Intern

Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	\$13.00-15.00/hr, DOE
FLSA Status:	Non-Exempt
Work Status:	Temporary Part-Time

Job Description Summary:

Help implement public health initiatives in a close-knit historic community in suburban Hennepin County. Learn how local government functions can improve the quality of life for residents, employees, and visitors. This temporary, part-time position works closely with the City of Osseo's small Administrative staff team as well as Hennepin County Public Health and Public Works employees to implement Policy, System, and Environment changes to improve public health in Osseo. Project areas include health equity, improved access to healthy food and physical activity opportunities, and reduced tobacco exposure. Special attention will be given to community input, provided by a Community Leadership Team and input from community members. The Planning/Public Health Intern will also gain familiarity with general City Planning and City Administration functions in a small metropolitan community by assisting with City Planning tasks.

The position is partially grant funded and will run from March through August of 2018.

General Definition of Work:

Performs intermediate skilled work supporting public health and city planning initiatives. This position is partially grant-funded for spring and summer of 2018. Funding for the Public Health portion of this position is provided by the Hennepin County Human Services and Public Health Department through the Statewide Health Improvement Program (SHIP).

The position will be devoted to 67 percent public health work (grant supported) and 33 percent city planning and administration work. The position will focus on creating a city environment that supports and encourages health equity, physical activity, and reduced tobacco exposure, by working through local government processes.

Tasks involve meeting planning and facilitation; collecting and analyzing information regarding public health and planning topics, including direct outreach to community members; and preparing studies/recommendations as they relate to planning and public health; reviewing development proposals and permit applications and administering the zoning ordinance; and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator with assistance from the City Planner. Work will be performed in coordination with Hennepin County Public Health and Public Works staff.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Supports the “Healthier Osseo” Community Leadership Team with meeting facilitation, research, and project-specific tasks as outlined in the “Healthier Osseo” project work plan. Convenes or schedules at least four meetings of the Community Leadership Team.
 - Coordinates the completion of an assessment of city capacity to support age-friendly or “8-80” cities strategies.
 - Coordinates implementation of a work plan for strengthening policies and practices for physical activity, health equity, and reduced tobacco exposure.
 - Identifies and develops educational materials and resources for a variety of audiences. Assists with the City’s outreach and communication in support of public health initiatives.
 - Recommends and helps implement evaluation strategies appropriate to public health programs and initiatives.
 - Assists staff with Planning Commission and Parks and Recreation Committee meetings: prepares agendas/information packets and public notices, attends and facilitates Commission and Committee meetings as needed; takes minutes and follows up on directives as needed.
 - Assists in carrying out City’s land use and development functions: reviews development plans, building permits, and sign permits; reviews and inspects Zoning permits; works with colleagues, building inspector, developers, and residents to carry out projects.
 - Participates in related training and educational sessions as appropriate.
 - Assists the City Planner and City Administrator on projects as needed.
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Knowledge, Skills and Abilities:

Intermediate knowledge of the principles and practices of public health and urban planning; general knowledge of sociology, psychology, and equitable development as applied to public health and urban planning; skill in public outreach and meeting facilitation; ability to analyze and compile technical information and to prepare reports; ability to make presentations; ability to establish and maintain effective working relationships with associates.

Education and Experience:

The ideal candidate will have:

- Post-secondary coursework in Urban Planning, Public Health, Political Science, Urban Studies, or related field.
- Knowledge of the theories and principles of public health, health promotion, city planning, and municipal administration.
- Experience planning and conducting meetings, including group facilitation.
- Strong verbal and written communication skills.
- Project management skills; ability to manage multiple priorities simultaneously.
- Some experience in public outreach, customer service, meeting facilitation.

Special Requirements:

Familiarity with: Microsoft Office suite (Word, Excel, Outlook, PowerPoint), desktop publishing.

Schedule:

Anticipated hiring date is March 12, 2018 with a start date during the week of March 12, 2018. The position will work approximately 10 hours per week from March through May and 24 hours per week from June through August (approximately 400 hours total). Some flexibility with scheduling is possible. Evening meetings (typically Monday or Tuesday nights) and attendance at occasional weekend events may be required. Osseo City Hall hours are Monday - Thursday 7:30 am – 5:00 pm and Fridays 7:30 - 11:30 am.

Some portions of the work associated with this position may be completed remotely. However, applicants should expect to travel to the City of Osseo at least weekly.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; ability to read and interpret plans and specifications for building projects and site plans; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects or parts, use of measuring devices, and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: January 2018