



Job Title: MPO Planner Intern - Part Time
Pay Rate: \$9.00/hr
Department: MPO

08/28/2017

JOB SUMMARY:

This part time Planner Intern performs entry- level duties either as a member of a project team or in completing individual assignments. Assists in generating, analyzing and presents data related to transportation planning in written reports. This position demands good analytical, oral, and written skills. Incumbent will provide staff support to the MPO Director, the MPO's Technical Advisory Committee, and the Transportation Policy Committee. Intern will assist with the responsibilities of planning and monitoring projects and programs, conduct research and studies within the MPO's Metropolitan Area Boundary (MAB). The position holder will assist with all the public outreach efforts for the MPO. The MPO's MAB includes the cities of Harlingen, San Benito, La Feria, Rio Hondo, Santa Rosa, Primera, Palm Valley, Combes, Los Indios and parts of Cameron Count Pcts 3 & 4. Work is performed under the general supervision of the MPO Director.

QUALIFICATIONS:

- Must be a student in an accredited vocational school, college and/or university.
- OR**
- Must have completed a university, or a recent graduate of an accredited vocational school, college and/or university.
 - Valid Texas Driver's License.

PHYSICAL REQUIREMENTS:

The employee frequently is required to sit and use hands and fingers. The employee is occasionally required to lift and/or move 25 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by the City of Harlingen.

BENEFITS:

The City covers part-time employees under its Worker's Compensation Program.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, 78550, City Website: www.myharlingen.us

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