



5382 Student Design Trainee III Planning

Filing Deadline: Open until filled
(File immediately, may close at any time)

Salary: \$21.65 hourly

**Appointment Type: Exempt (limited to 1040 hours
maximum per fiscal year)**

Date Issued: 11/05/04

The Port of San Francisco is seeking a student trainee for one position in the Planning & Development Division. The Port is an enterprise agency of the City and County of San Francisco responsible for overseeing waterfront commercial, maritime and public access facilities that are held in public trust for the people of California. The Port's jurisdiction covers approximately 7 ½ miles of waterfront land from Pier 98 near Hunter's Point in the southern part of San Francisco to Fisherman's Wharf in the northern part of the City.

Description of Duties:

The Student Planning Trainee will provide support to Port Planning & Development staff currently working on a variety of planning and development projects that implement its *Waterfront Land Use Plan* and accompanying urban design plan. Duties may include, but are not limited to the following: prepare amendments to the land use and urban design plans; conduct research, write text, and prepare graphics; prepare materials for public meetings and community outreach; and work independently on assigned planning or open space projects.

Selected applicant will be expected to work 12-20 hours per week (maximum of 1040 hours by June 30, 2005). Exact hours and dates will depend on student's availability and Port's needs.

Minimum Qualifications:

- Possession of a baccalaureate degree from an accredited college or university
And
 - Enrolled in a two-year graduate program at a recognized university leading to a Master's Degree in City or Regional Planning or Landscape Architecture or a joint Planning/Architecture degree or similar related field.
- Applicants must be in a continuing status as a student to be eligible for employment. Student status is required to maintain eligibility during employment.***

Desirable Knowledge, Skills and Abilities:

- Strong analytical and writing skills
- Graphic skills, both computer and hand generated
- Comfortable working both in team settings and independently with appropriate supervision

How to Apply:

Deadline: file immediately

Submit a complete application package – (1) Student Trainee Employment Application, (2) copy of college transcripts (unofficial is acceptable), (3) resume and (4) cover letter to:

Port of San Francisco
Human Resources Office
Pier One
San Francisco, CA 94111
attn: Janet Bias

For information/application see www.sfport.com, call (415) 274-0425 or email janet.bias@sfport.com

Qualified applicants who are selected for interview will be notified of the exact date, time, and place of the interview. Qualified applicants with disabilities requiring reasonable accommodation for the interview MUST contact the analyst immediately at (415) 274-0425.

**Minorities, Women, and Persons With Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer**



Student Design Trainee, Planning Employment Application

Port of San Francisco, Human Resources, Pier 1, San Francisco, CA 94111 (415) 274-0425

Name: _____
Last Name First Name MI

Social Security No. _____

Current Address: _____

Phone No. _____

City/State /Zip: _____

Permanent Address: _____

Phone No. _____

City/State /Zip: _____

Email address: _____

Education: University/College _____

Class Standing: Fr/Sop/Jr/Sr GPA: _____

Major: _____

Anticipated Graduation Date: _____

Planning Courses Taken: (if more space is needed, attach separate sheet)

Course Name	Grade	Course Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Courses in Progress:

_____	_____
_____	_____
_____	_____

I have been convicted by a court of an offense: NO YES (you must explain)

On a separate piece of paper, list your name, the job code and title that you are applying for, and the following details for each offense: the violation, the court (including military), the place and date of conviction, the penalty (fine, sentence, date(s) of probation), and the name under which convicted if other than that listed above. You may omit any traffic offense for which the fine was less than \$200, and any record that has been sealed or expunged by the court. Conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

In compliance with the Immigration and Reform Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge.

Signature: _____

Date: _____

The Port is legally allowed to gather the following information for survey purposes. This information which is voluntary, will not be used for employment decisions.

Check One: Male Female

Check One: Asian or Pacific Islander Black Hispanic Other

American Indian or Alaska Native Filipino White