HOST NAME: NYS Tug Hill Commission

HOST BACKGROUND INFORMATION: The NYS Tug Hill Commission is a small, non-regulatory state agency charged with “helping local governments and citizens shape the future of the Tug Hill region.” The Tug Hill region includes 41 towns and 20 villages in portions of Jefferson, Lewis, Oneida and Oswego Counties.

The Commission provides technical assistance to local governments, economic development organizations, and other local groups in land use planning, community development, and natural resource management. The Commission also provides skill development and information for local officials through workshops and issue papers on various topics. The Commission utilizes a model “circuit rider” program to serve the Region’s five Councils of Government that, in effect, provide shared staff for most of the Region’s towns and villages. A geographic information system (GIS) program at the Commission’s Watertown office provides support to and cuts costs for local governments, and increase town and village mapping and planning capacity through the use of GIS and emerging technologies.

INTERNSHIP POSITION TITLE: Community Development & Planning Specialist

INTERN POSITION DESCRIPTION: The intern will report to the Executive Director and work alongside the Commission’s Planning, Community Development and/or Natural Resource staff, depending on emerging needs, to support the following initiatives:


The second initiative involves hands-on work within and for a Tug Hill town or village. The Commission works on any number of planning, natural resource or community projects at any given time. Communities commonly request technical assistance with projects, such as park development, Main Street revitalization, and community facilities.

Oftentimes, project development incorporates strategic planning, which may include a community forum, S.W.O.T. or survey instrument design. Strategic planning assists those communities in prioritizing projects and reaching consensus, which is particularly useful when documenting support and fundraising/grant writing.

During the Spring 2016 semester, we will have at least three community requests for assistance for an intern to choose from to allow ample time for the intern to work with Commission staff to operationalize an approach with the prospective community.

This work will involve acting as project liaison with the community and working with Commission staff to determine next steps and needs. As mentioned above, this process may include strategic planning to
determine project priority, but could also be a pre-determined high priority project in which case the intern will work with staff and community members to advance the project. This will include research, along with understanding funding scenarios and presentation of findings. The intern may also be asked to help staff prepare a Consolidated Funding Application to further the project if the deadline coincides with the internship timeline and time permits.

**BASIC QUALIFICATIONS AND PREFERRED EXPERIENCE:**

- Superior writing and communication skills.
- Ability to think systemically and logically.
- Ability to creatively solve problems.
- Working knowledge of Microsoft Office Suite (Word, Power Point, Excel, etc).
- Driver’s License valid in New York State.
- GIS experience is a plus.

**INTERNSHIP SCHEDULE:** It is the expectation of the CALS NYS Internship Program that interns will devote 32 hours (80%) of a standard 40 hour work week to the responsibilities of their internship position and 8 hours (20%) to the community engagement project component. It is preferable that the 20% release time be taken either in one eight-hour day or two, 4-hour half days. The host will work with the intern to meet this expectation. *The time devoted to the internship position work may include up to three (3) evening meetings in the field.

**EXPECTED OUTCOMES FOR INTERN:**

- General knowledge of community and economic dynamics of Upstate New York (particularly rural areas).
- General knowledge of New York State local government: laws, structure, operations, planning procedures, grants and funding environment, etc.
- Practical experience in working with local government officials and the general public in a public sector setting.
- Practical experience in conducting public outreach to determine priority community initiatives.
- Detailed knowledge of best practices to deal with specific problem areas addressed.
- A concrete, complete, and demonstrable example of individual work product for use in resume/portfolio.

**LOCATION OF ASSIGNMENT:** The intern will work out of the Tug Hill Commission’s office, located in the Watertown State Office Building (NYS Tug Hill Commission, Dulles State Office Building 6th Floor Watertown, NY 13601). The intern will also complete field work as described in the position description above in one or more of our 61 Tug Hill municipalities located in parts of Jefferson, Lewis, Oneida or Oswego Counties. Please visit [www.tughill.org](http://www.tughill.org) for more information.