



JOB DESCRIPTION

JOB TITLE: Management Intern
DEPARTMENT: Administration
CLASSIFICATION: Temporary, Part-Time, Non-Exempt

GENERAL RESPONSIBILITIES

Working closely with the Assistant City Administrator and City Administrator, employee will provide professional-level services for a variety of activities that require the attention from all of the City's Departments on an as-needed basis.

STRUCTURE

Administrative staff work together in order to accomplish the mission, and goals set by the Mayor, Council and City Administrator to serve the residents of the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator or the Assistant City Administrator.

DUTIES AND RESPONSIBILITIES

- May coordinate special projects including but not limited to:
 - Urban Forestry Guide project planning and grant writing
 - Public Records management planning, grant writing, and implementation
 - Land use code update research and writing
 - Website content development
 - Social Media Policy update
 - Contract tracking tool development
- Assists with Project and Program Management for Departments as needed, including but not limited to:
 - Public Records Management
 - Information Technology
 - Community Engagement
 - Asset Management
 - Traffic Management
 - Stormwater Management
 - Facilities Management
 - Transportation Management
- Assist with the development of the 2024 Operating and Capital Budgets as well as supporting documentation
- May attend/assist with City Council Meetings, City Council Study Sessions, Planning Commission Meetings, and other ad hoc committee meetings
- Research/develop City policies and procedures
- Assist with 2024 Comprehensive Plan Update process
- Performs all other duties as needed

Duties listed above are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to position.

MINIMUM QUALIFICATIONS

Education and Experience:

- Currently enrolled in an advanced degree program for public administration or a closely related field; or
- An advanced degree in public administration or a closely related field; or
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge, Skills, and Abilities:

- Broad knowledge of public administration techniques and principles
- Interest in local government management
- Ability to maintain regular and reliable attendance required for position either in-person or virtually
- Skilled in interpersonal techniques such as tact, patience, and courtesy
- Ability to work with limited supervision, take the initiative, multi-task and remain highly organized, make recommendations, meet deadlines, and be results-oriented
- Ability to talk publicly and communicate effectively, both orally and in writing
- Knowledge of modern office practices and procedures, and ability to operate a phone, personal computer, copy machine, and standard office equipment
- Ability to understand and follow oral/written policies, procedures, and instructions as well as handle complex detail and large volumes of material
- Skilled in the use of MS Office including Word, Excel, and Outlook
- Ability to establish and maintain cooperative and effective working relationships with others
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

PHYSICAL DEMANDS

While performing the duties of this job, employee is frequently required to sit and talk or hear. Employee is occasionally required to walk, use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms. Employee must occasionally lift and/or move up to 25lbs. Specific vision abilities required include close vision and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This position is primarily remote, but may require some onsite work. When onsite, noise level is typical to an office environment and is usually moderately quiet. Teams operate in a drug- and smoke-free environment for their health, safety, and productivity as well as that of their customers. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal City application, rating of education and experience, and oral interview. Reference checks may be required.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.

SALARY & BENEFITS

Hourly Pay Range: \$25.00-27.50 per hour, 20 hours per week

This position is not eligible to receive benefits such as health insurance, paid vacation, long-term disability insurance, and life insurance. This position may be eligible for retirement benefits under the Public Employees Retirement System (PERS) as well as Unemployment Insurance. This position may be eligible to elect to contribute to a 457 Deferred Compensation Plan for investment, but there is no City match. This position is eligible to receive assistance from the City's Employee Assistance Program (EAP), for Workers' Compensation Insurance, and for Social Security Benefits.

Last Updated: 07/07/2023