

**MAJOR FUNCTIONS**

This is a part-time paid internship opportunity assisting in the performance of a variety of management/evaluation studies and administrative duties. The intern works under immediate supervision and participates in on-the-job and other training to gain experience in the City management field to which the position is assigned. The work is reviewed through assigned projects, and process review.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position will be assigned various duties in the field to which the position is assigned. Duties may include but are not limited to: performing analysis of City operations and cost alternatives; preparing reports and outlining recommendations; evaluating potential impacts of pending state and federal legislation affecting the City; attending City Commission meetings and workshops; assisting higher-level personnel in special projects and in conducting special studies and research; preparing reports, forms, and correspondence; assisting with general administrative duties that are determined by the area to which the position is assigned; and performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the theories, concepts, and principles of a City management track, as obtained through successful completion of the required courses in public administration. Knowledge of the principles of office management and clerical, statistical, and fiscal processing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Must possess a bachelor's degree and be currently enrolled in course work for a master's degree in the field in which the position is assigned; or must have obtained a master's degree or higher in the field to which the position is assigned no more than one year prior to the time of application.

**Necessary Specialist Requirements**

At the time of application, applicant must be authorized to work in the United States and must maintain satisfactory academic standing.

Established: 11-05-18

Revised: 11-22-24

12-13-24