

ADMINISTRATIVE INTER/CITY MANAGER'S OFFICE

(PART-TIME)

DEFINITION:

Under general supervision, provides short-term administrative support to the City Manager and staff on a wide variety of projects and performs related work as required. The position will expose students to career options within a municipal government environment.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following: conducts research and collects data for Citywide studies, functions, and/or projects; analyzes data gathered and formulates sound recommendations; writes reports and summaries for the City Manager and City Council; assists in budget preparation and maintenance; maintains appropriate records and files; interacts with the public, City staff and elected officials in person or via telephone; assists staff in the resolution of problems or issues; makes presentations to City Council, Departments and community organizations; and performs other administrative and clerical support activities as needed.

QUALIFICATIONS:

Training and Experience: Must be a student in good standing at an accredited college or university with major course work in public administration or a related field. No experience is necessary. Current enrollment in a graduate program in public policy, public administration or a closely related field is highly desirable.

Knowledge, Skills, and Abilities: Must have general knowledge of research methods and techniques; the ability to work effectively and communicate with other people both orally and in writing; have organizational skills; follow directions and complete assignments in a timely and efficient manner; and the ability to learn and use personal computer hardware and software. A strong desire to work in a public service oriented environment is beneficial.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the intern frequently sits, uses a telephone and personal computer with a VDT screen for extended periods of time. May occasionally stand and use arms, legs, and back to lift or move objects.