**Job Description**

**Municipal Government Intern**

**DEFINITION**

This position serves under the overall direction of the \_\_\_\_\_\_\_ (City Administrator, Manager, Mayor, City Recorder, etc.) and provides administrative assistance to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City Administrator, Manager, Mayor, City Recorder, etc.) or any department head in all phases of city/County operations. Although the position serves under the overall supervision of the \_\_\_\_\_\_\_\_\_\_\_, on a daily basis they will serve under the supervision of the person so designated in any specific department to which they have been assigned.

**EQUIPMENT/JOB LOCATION**

The employee will operate a computer, calculator, fax and copy machines, and other modern office equipment. They may also periodically operate specialized equipment associated with one or more specific departments. In this case adequate training shall be provided to the employee.

The employee typically works both indoors and outdoors in a variety of environments. The employee may be required to lift objects such as journals and reports.

The employee may move from department to department and will likely experience changes in environmental conditions as a result of such.

**ESSENTIAL FUNCTIONS OF THE JOB**

The internship is both a learning position and one for which the employee is expected to contribute significantly to the success of the organization. Therefore, the intern is not expected to be fully knowledgeable in all aspects of their assigned tasks, but it is essential that they are willing to learn and contribute to the best of their ability. To that end they will:

Confer, coordinate, plan and provide support for the (City Administrator, Manager, Mayor, City Recorder, etc.), department heads, and other employees on various operational and administrative matters.

Recommend and help implement, at the direction of the (City Administrator, Manager, Mayor, City Recorder, etc.) or department head, changes in policies and procedures for various departments.

Help research, locate write, and acquire a variety of grants.

May help assure that operations are performed in compliance with applicable local, state, and federal laws.

May prepare resolutions or ordinances for consideration by the governing body.

Conducts analysis, complies statistics and pertinent information, studies, and prepares reports regarding the effectiveness and efficiency of various programs, departmental operations, and proposed activities.

May assist in the preparation of the budget for certain funds or departments, including estimates and recommendations.

May act as a liaison to a variety of boards, committees and community organizations.

Designs and prepares presentations for city officials, advisory commissions, community groups, or city employees.

**ADDITIONAL EXAMPLES OF WORK PERFORMED**

May assist in the preparation of the agenda for governing body meetings.

May help oversee the implementation of special projects such as street repair contracts, facilities expansion or maintenance, etc.

May help in specific areas as assigned, such as the city's risk management program, zoning and codes enforcement, personnel policies and procedures compliance, employee insurance programs, or implementation of state or federal legislation such as *ADA*, *FLSA*, *Title VI*, or *FMLA*.

Attends a variety of meetings such as the County Commission, City Council, Planning Commission, advisory boards and commissions, state and professional organizations, etc.

**REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge (through collegiate study) of State laws governing the operation of local governments.

Knowledge of modern office procedures.

Some knowledge (through collegiate study) of the application of basic principles of municipal finance.

Ability to establish and maintain effective working relationships with a diverse public, city officials, volunteers, and city employees. Contact with the public and media, in a variety of situations, is frequent.

Ability to express ideas and complex operations in both oral and written formats.

Ability to make effective decisions and to work without constant supervision.

**QUALIFICATIONS**

Bachelors’ degree in a field related to Public Administration. Significant coursework toward a Master’s degree in Public Administration or a related field is preferred.