



## **INTERN (Part-time)**

### **DEFINITION**

Under close to general supervision, to perform a variety of administrative support duties and/or technical and sub-professional duties for a department head or other manager in a learning environment; and to perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a temporary part-time, entry level, classification. Incumbents assigned to the Intern classification perform increasingly responsible duties as on-the-job experience increases. Intern positions may be assigned to any City department or function including City Clerk, Finance, Human Resources, Code Enforcement and Public Information/Communications.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from department supervisory or management staff, as assigned.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

1. Performs tasks specific to a particular departmental and/or function (e.g. City Clerk, Code Enforcement, Finance, Human Resources, and Public Information/Communications).
2. Prepares reports, memos, and correspondence as required.
3. Conducts research and surveys on specific topics in the resolution of administrative, personnel or operational concerns or problems.
4. Collects, summarizes, and analyzes information and statistics on existing programs and services.
5. Participates in organizational and procedural studies and the preparation of reports and manuals.
6. Participates in the conduct and implementation of programs and systems.
7. Assists in drafting various communications including press releases and newsletters.
8. Answers phone calls from citizens and provides accurate information and excellent customer service.

9. Operates office equipment.
10. Performs related duties as required.

### **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Qualifications:**

No prior experience required. However, some experience (paid or unpaid) related to the area assigned is highly desirable. Two (2) years of college course work at an accredited college or university and current enrollment as a college student, OR graduation from a four (4) year accredited college or university with major course work in public or business administration, or an area related to the Intern position to be assigned.

#### **License/Certificate:**

Possession of an appropriate, valid Class "C" California driver's license and a satisfactory driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Modern office procedures, methods and equipment; English usage, spelling, grammar and punctuation; selected technical aspects as they relate to area assigned; effective methods or making oral and written reports; techniques of research and analysis; computer applications as they related to area assigned.

#### **Ability to:**

Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; provide excellent customer service; adhere to City safety standards; operate a personal computer and applicable software including word processing, spreadsheet, database, presentation and publication programs at an intermediate level; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; drive and operate a motor vehicle; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

### Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; meet deadlines and be flexible with changing priorities; interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office and field environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and related matters. These hours may include, but are not limited to: weekends, evenings and holidays. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City may be required.

### **FLSA STATUS**

This is a non-exempt classification.