

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
MANAGEMENT INTERN	RESOLUTION NO. 8087	EFFECTIVE DATE 09-07-2021
	FLSA DESIGNATION AT-WILL	

GENERAL PURPOSE

Under direct supervision, assists management, professional, and technical staff in performing specialized administrative and/or technical tasks in addition to receiving training in area of assignment; conducts studies and prepares reports on various administrative problems and functional programs as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class provide administrative and/or technical support in the department assigned in order to become familiar with the overall functions of that department, and gain practical experience in municipal government in areas, such as administration, community development, city clerk's office, engineering, finance, human resources, law enforcement, planning, public works, recreation and community services, as well as specialized departmental activities.

This classification is designated as "at-will" and not eligible for regular employment status. Management Interns serve at the interest of the hiring authority, and their assignment is limited to two years from the original hire date, depending on availability of funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. Essential duties may vary depending on assigned department, and those may be noted in the announcement of position availability. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides administrative and/or technical staff support to an assigned City department, program, or special project.
2. Assists in performing research and analysis on administrative, fiscal and operational matters as directed.
3. Assists in the preparation and/or revisions of manuals, written reports, proposals, procedures, and memoranda.
4. May assist with research and records retrieval for formal responses to Public Records Act Requests.
5. May assist with preparing legal notices, as well as proofreading and arranging for publication of legal documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

6. May update and monitor website information pertaining to various City functions and departments as directed.
7. Gathers, compiles, and organizes data; prepares clear, concise and comprehensive reports, which may include graphs and charts, to summarize findings, and makes presentation as directed.
8. When assigned to the Finance Department, may collect and analyze data for performance measures, financial forecasts, as well as other department functions and/or projects.
9. May assist in budget preparation, analysis and administration as directed.
10. May perform audits and/or maintain records of account activity, and prepares projections of service volumes and related costs.
11. When assigned to the Community Development and Public Works Departments, may assist in the daily administration of current and advanced planning, urban design, land use and CEQA.
12. May conduct field investigations and surveys, create spreadsheets, and prepare maps and graphics as required.
13. Develops and makes presentations; participates in community and outreach events.
14. Follows up on a variety of matters concerning citizen inquiries, and provides technical and administrative assistance to resolve complaints, or refers to appropriate authority.
15. Assists the public on the phone or at the public counter.
16. Assists with filing, data entry, and other clerical duties.
17. Responds to inquiries or requests for service in a courteous and professional manner.
18. Maintains confidentiality of privileged information with a high level of integrity and ethics.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Municipal government operations and organization.
2. Basic statistics, research and report writing techniques.
3. Modern computer applications including Microsoft Windows software (Excel, Word, and Powerpoint) computerized financial systems, and modern accounting software.
4. Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.

MINIMUM QUALIFICATIONS

5. Proper English usage, spelling, grammar, and punctuation.
6. General office practices and procedures, including recordkeeping and filing.
7. Principles and practices of exemplary customer service and telephone etiquette.
8. Pertinent local, state and federal rules, regulations, and laws pertaining to the assigned City department.
9. City Personnel Rules, safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Learn, understand, interpret and apply laws, regulations, policies and procedures.
2. Prepare clear, accurate and grammatically correct written reports.
3. Research complex issues; analyze and make sound recommendations.
4. Communicate effectively, both orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Maintain highly confidential information.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Any combination equivalent to graduation from high school and current enrollment in, or recent graduation from an accredited college or university. Currently enrolled undergraduate students must demonstrate that they have completed a minimum of 36 semester units, and maintain a satisfactory academic standing in designated college courses in a field appropriate to area of assignment, such as Architecture, Business or Public administration, Computer Science, Economics, Engineering, Kinesiology, Political Science, Urban Planning or related field. Ability to understand and speak Spanish is highly desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

Must obtain and maintain a valid California Class C Driver's License, and maintain insurability under the City's vehicle insurance program during the course of Internship with the City.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by Interns 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 job, the Intern is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The Intern may frequently be required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an Intern uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals

WORK ENVIRONMENT

The Intern works in an office environment where the noise level is usually quiet. However, he/she may be occasionally assigned to field operations depending on area of assignment, and may also required to work various shifts

