



Position Description

JOB TITLE: Administrative Intern		DEPARTMENT: Administration	
REPORTS TO: City Administrator	SUPERVISES: None		FLSA STATUS: Non-Exempt
CLASSIFICATION: Full-Time or Part-Time, Temporary			EFFECTIVE DATE: 06/2017

POSITION SUMMARY

Under the general supervision of the City Administrator, this full-time or part-time, temporary position fulfills a variety of responsibilities across multiple City departments. This position will perform entry-level administrative and managerial support services, but will also lead certain projects and programs, as assigned. Generally, this position is designed to provide unique insight into local government operations through both general observation and active participation.

During the internship, the position may also identify and cultivate knowledge of topics and/or projects of particular academic, personal, professional interest.

This position may work a flexible schedule within the normal hours of operations for the City as established in the Personnel Policy and Procedures Manual.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Assist the City Administrator in monitoring the operations and performance of City departments.
- Attend and participate in various internal (e.g., City Council Work Sessions) and external meetings (e.g., McLeod County City/County Administrators Meeting).
- Build relationships and develop networking abilities through membership in the Minnesota City and County Management Association (MCMA), the Association of Public Management Professionals (APMP) and other organizations.
- Conduct research, gather information and prepare documents and other materials to assist and support the decision-making process.

- Coordinate and lead special projects as assigned by the City Administrator or City Clerk–Treasurer.
- Plan and coordinate public, City events as assigned by the City Administrator or City Clerk–Treasurer.
- Prepare and make presentations to City staff, City commissions or City Council.
- Respond to requests for information from the public, other municipalities, state officials or state and federal legislative offices.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

Currently enrolled in or recently graduated from a Bachelor’s degree program in Political Science, Public Administration or related field.

Experience

Familiarity with or interest in local government operations.

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

Currently enrolled in a Master’s degree program in Public Administration, Political Science or related field.

Experience

Previous internship experience with a local government, preferably a municipality.

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb up to 16 steps, push/pull up to 60 lbs., lift and/or carry up to 20 lbs., and smell; frequently bend/stoop, kneel, crouch, squat, reach above shoulder level, stand, walk, and drive; and continuously sit, finger/enter data/keystroke, talk, and hear.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use right foot for repetitive movements.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, working around moving mechanical parts, and working in close quarters.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing and approve of this job description.

Department Head

Date

City Administrator

Date

ACKNOWLEDGEMENT

I acknowledge reviewing this Job Description.

Employee Signature

Date