



## Administrative Intern

Department/Division:	Administrative Services
Reports To:	Division Manager or assigned professional position
Provides Direction To:	Not applicable
Date Prepared:	July 5, 2022

### GENERAL PURPOSE

Under general supervision, performs entry-level administrative and technical work in support of Administrative Services and staff, and related projects; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Administrative Intern is a part-time hourly/non-exempt position that performs varied para-professional and administrative functions as part of the learning experience in conjunction with educational coursework leading to an advanced degree related to Administrative Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 position.

1. Assists with programs and projects related to general municipal administration.
2. Prepares government reports and surveys.
3. Assists in the purchasing and surplus sales of City equipment.
4. Reviews City policies and procedures; recommends changes as needed.
5. Prepares written reports, grant applications, correspondence, resolutions and proclamations.
6. Attends on-site and off-site meetings and workshops.
7. Conducts field research as required in collecting information for special projects.
8. Monitors and updates content of the City website.

9. Monitors and analyzes State and Federal legislation.

10. Writes articles for and coordinates the preparation of the City's newsletter.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

General principles and practices of public organization and administration; general functions, operations, and objectives of municipal government; research methods; correct English usage, spelling, grammar, and punctuation; filing and record keeping procedures.

### **Ability to:**

Conduct research and prepare a variety of statistical, administrative or operational reports and summaries; establish and maintain cooperative working relationships with City staff and members of the general community; communicate clearly and concisely, orally and in writing; organize tasks to meet deadlines; utilize word processing, spreadsheet, records management, and office software; operate standard office equipment and computer hardware.

### **Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Experience:** Prior administrative intern work experience is desirable.

**Education:** Equivalent to high school graduation and current enrollment in an upper division academic program leading to the attainment of a Bachelor's degree or Master's degree in Public Administration, Business Administration, or a related field.

### **Licenses/Certificates/Special Requirements**

Depending upon the position assignment, valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

## **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 job, finger dexterity is required to operate office equipment and to reach above and below shoulder level to access files and records. The employee is frequently required to sit in an office setting with occasional standing and walking to access work areas. When performing field work, frequent walking is required when canvassing residences and accessing field sites. The employee occasionally 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.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in a controlled office setting which is typically quiet. The employee occasionally works off-site to collect field data and attend meetings and is subject to variable weather conditions.