

ADMINISTRATIVE INTERN

GENERAL STATEMENT OF DUTIES: Performs special training projects while on assignment to one of the municipal departments for varying periods of time; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, administrative interns undertake a variety of special projects of an administrative nature. Projects carried out by this position are not part of the regular routine of the department, but are projects of an in-training service nature designed to provide maximum exposure to municipal departments, operations and officials. Considerable leeway is permitted the position as to methods employed or projects or project selection with department heads and deputies available for guidance. Supervision is not a responsibility of this position. The term of this appointment is limited to one (1) year.

EXAMPLES OF WORK: (Illustrative Only)

Specific duties will vary with each position assignment and according to the department to which assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public administration; good knowledge of the municipal government organization, operation, and function; ability to deal effectively with people; ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either (a) graduation from a recognized college or university; or (b) 60 college credits from a recognized college or university and three (3) years office support, staff or administrative experience in a public or private agency; or (c) a satisfactory equivalent combination of the foregoing training and experience.