

**MAJOR FUNCTIONS**

This is staff work assisting in the performance of a variety of management/evaluation studies and administrative duties. The intern works under immediate supervision and participates in on-the-job and other training to allow the intern experience in the City management field that he/she has chosen and which allows for the performance of related work as required. The work is reviewed through reports, conferences and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs analysis of City operations and cost alternatives. Prepares reports outlining recommendations. Does research on the potential impacts of pending state and federal legislation affecting the City. Attends all City Commission meetings and workshops. Assists higher-level personnel in performing special studies, projects and conducting research; prepares reports, forms and correspondence. Performs related work as required.

**Other Important Duties**

Assists with general administrative duties that are determined by the area to which the position is assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the theories, concepts and principles of a City management track, as obtained through successful completion of the required courses in public administration. Knowledge of the principles of office management and clerical, statistical and fiscal processing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree with major course work in public administration or a related field and current enrollment in course work for a master's degree in public administration or a related degree.

Established: 04-17-86  
Revised: 04-04-88  
10-13-03\*  
08-24-09\*  
11-05-18