



JOB DESCRIPTION

Administrative Intern

Date Prepared: March 2014

SUMMARY: Under close supervision, performs a variety of entry-level administrative tasks and special projects; assists in the coordination of administrative activities and analysis of department systems and procedures; and performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Research, compile, tabulate, and analyze data for a variety of administrative and departmental matters.
- Assist department personnel in assigned administrative, planning, organizational, technical, and professional tasks.
- Provide suggestions or recommendations with regard to department specific projects.
- Prepare and present reports; draft policies and procedures; respond to requests for information.
- Perform specific tasks related to the actual department vacancy; and performs related duties, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Proof of enrollment in a college or university AND work experience paid or volunteer, which demonstrates the ability to successfully perform the duties of the position. Major course of study may be in one of the following areas: Business Administration, Public Administration, Accounting, Architecture, Computer Science, Engineering, Urban Planning, Human Resources, Communications, Recreation Administration, OR a relative field of study. Education and experience will be evaluated based on the actual position.

Knowledge of:

- Principles and practices of public administration and organization applicable to a local agency.
- Administrative techniques; statistical practices and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment, including personal computers and modern software and spreadsheet programs.

- Elements of business writing and proper use of English, vocabulary, spelling, punctuation, and grammar.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Gathering and analyzing data; preparing narrative reports and performing numerical analysis.
- Evaluating and recommending changes to policies, programs, and practices.
- Conducting research; proficiently utilizing a personal computer in completing special projects.
- Following written and oral instructions with minimum supervision; effectively presenting information in writing and orally to the general public, outside agencies, and fellow employees.
- Speaking effectively in a public forum on related topics and issues.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid Class "C" California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands require frequent standing, reaching, leaning, twisting, grasping, lifting and sitting for prolonged periods of time. Must carry moderately heavy boxes up to 50 pounds and/or utilize a dolly. Incumbent must be able to drive safely to various City sites. Incumbent must be able to see and hear in the normal range, with or without correction. Incumbent must have the stamina to work long hours and overtime, if assigned, and be willing to work an irregular schedule, which might include evenings, weekends, holidays, and varying hours.