

## JOB DESCRIPTION

Position Title: Administrative Intern Date: March 2016

Department: Administration & Human Resources

Reports to: City Administrator/Finance Director

To provide assistance to the on selected administrative projects and gain insight into and experience with association management and municipal operations. The position may also assist other departments within the City as may be assigned.

### Essential Functions of the Position

Performs a variety of entry-level administrative staff duties related to administrative policies, processes and programs, while learning the fundamental mission, structure and operations of the City.

Conducts routine research, identifies samples, assembles and compiles data.

Applies basic management analysis techniques to help guide decision-making.

Performs work related to the analysis of systems and procedures, organization and management, work-flow and distribution, and improvements in efficiency.

Drafts written documents for both internal use by staff and for external use by city officials.

Attend and participate in meetings, forums, work sessions and training seminars.

Makes presentations to other staff, member city officials or Commission in assigned areas as requested. May attend monthly board meetings to further knowledge of the City and its operations.

### Examples of Performance Criteria

- Shows initiative with the ability to work with independence and creativity.
- Completes work assignments in a way that achieves the goals and desired outcomes, as defined by the project's supervisor.
- Demonstrates attention to detail and organization and time management skills.
- Works independently, and as a team member, to successfully complete multiple work assignments.
- Works effectively under pressure and meets deadlines.
- Deals effectively and courteously with staff, League members and the public in a way that portrays a positive image of the League of Minnesota Cities.

### Minimum Requirements

- High School Diploma
- Graduate level coursework in public or business administration, public policy, human resources management or other related areas.
- Valid MN Drivers License
- Experience with standard computer applications and hardware.
- Strong writing and communication skills.
- Basic methods and techniques of research and management analysis.
- Strong customer service skills.

### Desirable Training and Experience

- Experience in a government setting, especially municipal government
- Experience working in an office setting.

### Extent of Supervision or Guidance Provided

Work is performed under the guidance and direction of the City Administrator/Finance Director. Work direction is also provided by the Human Resources Director and supervisors of assigned projects.

### Responsibility for Public Contact

Moderate degree of public contact requiring tact and courtesy.

### Supervision of Others

None.