

CITY OF ARCADIA

ADMINISTRATIVE INTERN (PART TIME)

DEFINITION

Under general supervision, to perform a variety of routine administrative and financial duties in support of a City department/division; and to research, write, and present reports and recommendations.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a wide variety of administrative and financial assignments to assist a City department or division and to receive on-the-job exposure to municipal government issues; depending on assignment, learn to perform various administrative, planning, engineering, police, fire, public works, and recreation tasks.

Research, write, and present reports and recommendations on a variety of municipal government topics.

Participate in conducting studies and analyses involving assigned programs and functions concerning policies, practices, procedures, financial resources, facilities, proposals, staffing, requirements for new programs and projects, effectiveness of programs, planning, engineering, police, fire, recreation, capital improvements, economic development, and related matters.

Collect, compile, describe, organize, analyze, interpret, and present data and information related to area and issues under study.

Assist in the coordination of data and materials for the department budget including drafting the budget documents and preparing revisions and calculations.

Consult with businesses, citizens, City personnel, consultants, governmental agencies, and associations to obtain factual information and data.

Participate in conducting departmental and operational audits and inspections.

Perform a variety of clerical or technical tasks in support of City programs; answer phones and assist the public.

Maintain a variety of records and files.

OTHER JOB RELATED DUTTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles of municipal government management and public administration.

Basic budgetary methods and practices.

Research and report preparation methods and procedures.

Modern office procedures, methods and computer software and hardware including management information systems and office automation.

Techniques used in public relations.

Basic principles and procedures of record keeping.

Principles of mathematics and statistics.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software applications.

Operate a motor vehicle safely.

Ability to:

Learn to interpret the policies and procedures of the assigned department.

Learn and understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Research, analyze, and evaluate programs, policies, and procedures.

Ability to:

Prepare clear and concise reports

Proofread and detect errors in typing, spelling, grammar, punctuation.

Independently prepare correspondence and memoranda.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contact in the course of work.

Minimum Qualifications:

Experience:

No experience is required.

Training:

Graduation within the last 12 months or enrollment in a college or university with an emphasis in public administration or a field closely related to the area of assignment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations. Some positions (engineering) may require the ability to stand, walk crouch, stoop, climb, and lift 50 lbs; exposure to cold, heat, noise, outdoors, vibration, mechanical, and electrical hazards.

Effective Date: April, 1992

Revised: April, 2000; October 2018