

**CLASS SPECIFICATION**

**Intern I/II**

**GENERAL PURPOSE**

Under general supervision, performs general assistance and support duties; plans and implements programs; and performs related duties as assigned.

The intern position will focus on career development and professional growth. Interns will receive both formal and informal mentoring and broad experience in a variety of areas. Interns will receive a quality and pragmatic understanding of municipal government, its challenges and rewards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Researches and compiles data for specialized reports and records; ensures data accuracy; compiles and prepares reports.
2. Assist in the coordination of programs and events such as conferences, trade shows, briefings, tours and meetings.
3. Provide general support to staff as needed
4. Collect, summarize and analyze information and statistics.
5. Plan and implement programs, special projects, assignments and events.
6. Perform paraprofessional field assignments for Public Works, Parks & Recreation and/or Community Development.
7. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. Office practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. City organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

4. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
5. Basic research techniques, methods and procedures.
6. Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

**Ability to:**

1. Operate a computer, word processing and spreadsheet software and other standard office equipment.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
5. Compose correspondence and prepare documents from brief instructions.
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Prepare clear, accurate and concise records and reports.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and be currently enrolled in college.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City management, staff, contractors, vendors, external agencies, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.