



Title: Graduate Intern	Job Code: GRADINTRN
Department: Varies	Pay Grade: 306
Division: Varies	FLSA Status: Non-Exempt
Reports to: Varies	Safety Sensitive: No

BRIEF DESCRIPTION:

The purpose of this position is to assist departments with special projects, research, program analysis, data collection, projects, customer service, community events, clerical help or any other duties assigned. Perform in an intern capacity learning city functions and responsibilities of department specific functions. May serve on committees and assist with making management related decisions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

This position has responsibilities that require lifting up to 10 pounds on occasion.

- Plan and execute various projects as needed for the assigned department and possibly other department directors including conducting research by a variety of means via examination of government records, use of the internet, and performing statistical analysis.
- Represent the City in a variety of ways by participating in committees, meetings, attending organizational and public functions as assigned by supervisor.
- Prepare written correspondence to various external agencies; communicate with the public regarding complaints, concerns, and requests for information.
- Prepare statistical and narrative reports and correspondence based on research or on special projects needs.
- May be required to coordinate and direct activities of other staff members on project related work.
- Provides customer service by providing information and directions as requested; completes routine office duties by answering phones, transferring calls and taking messages.
- All other duties as assigned by a supervisor/manager within your department/division.

JOB QUALIFICATIONS:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills and abilities would be:

- **Education:** Must have a Bachelor’s degree and currently enrolled in an accredited university pursuing a Master’s degree with a cumulative GPA of 3.0 or higher.
- **Experience:** None.
- **Licenses:** Valid Driver's License required.
- **Certifications Required:** None.
- **Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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- **Managerial:** The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
- **Budget Responsibility:** None.
- **Supervisory / Organizational Control:** Job does not supervise others.
- **Complexity:** Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
- **Interpersonal / Human Relations Skills:** Conversations occur 20% or less of the time.

OVERALL PHYSICAL STRENGTH DEMANDS:

The physical demands of this position are considered sedentary in nature and primarily involve work in an office setting. Typically this means exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

PHYSICAL and NON-PHYSICAL DEMANDS:

This position includes the following physical demands in the daily course and scope of duties: constantly sitting at a desk working on a computer using fine dexterity; constantly relied on to use vision reading documents and looking at computer screen; constantly hearing and talking while communicating with co-workers and citizens in person or on phone; frequently standing to provide customer service; frequently handling paperwork and supplies; frequently kneeling and crouching to put supplies away; Occasionally, the position requires walking, lifting, carrying, pushing, pulling, and reaching for materials while working office supplies. Occasional bending while putting supplies away.

Non-Physical demands include frequent time pressure to ensure deadlines are being met; Change of tasks and priorities are routine and frequent. Effective ability to multi-task and work closely with other team members is required and essential. Additionally, ability to complete tedious and exacting work with efficiency and accuracy is required.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phone, computer, printer, scanner, fax, copier and related software

ENVIRONMENTAL FACTORS:

This position works primarily in an office environment and is therefore not subject to extreme temperatures, humidity, noise, vibration, wetness, and physical dangers while working in this position.

PROTECTIVE EQUIPMENT REQUIRED:

None



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SIGNATURE – REVIEW AND COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy:

Signature of Employee

Date