

JOB TITLE: Career Experience Lead In to Possible Hiring Practice Initiative Paid Summer Work Program

JOB CODE: 28.05

GRADE: 00

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To perform general office work in designated department or area of assignment.

MINIMUM QUALIFICATIONS: Education and experience equivalent to a junior or senior in high school or attending vocational school. Interns must provide two (2) letters of recommendation from their school (i.e., counselor, principal, etc.,).

SPECIAL REQUIREMENTS:

- Ability to understand and carry out oral and written instructions.
- Ability to plan, organize, and implement action with reference to assignments.
- Ability to communicate ideas, both verbally and in writing, with clarity and precision.
- Ability to maintain accurate and comprehensive records of activities.
- Ability to adapt to changing assignments and a varying workload which may be inherent in the orientation to any given science, discipline, or municipal operation.
- Ability to effectively participate in such work as may be required.
- Ability to develop the skills and knowledge necessary to perform the assigned position, in accordance with the standards set by both the Department Head and the educational institution.
- Ability to establish and maintain effective working relationships with fellow employees, superiors, officials of the City, and the general public.

ESSENTIAL FUNCTIONS:

- Participates in departmental planning sessions for both day-to-day and special projects.
- Works independently, as assigned, under the general or specific guidelines as to Department policy and practice.
- Assists in cost analysis, efficiency evaluation, productivity studies, market surveys, and other statistical studies relative to assignment(s).
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: From limited to extensive contact with the public, depending on the assignment and/or the particular duties/orientation assigned at any given time.

SUPERVISION RECEIVED: Under the close supervision of the Department Head or other designated supervisor. May be given assignments requiring independent judgment to be exercised, but that within the framework of established and clearly defined City/departmental policy and practice. Work is carefully and critically evaluated with greater frequency than most other City

employment in accordance with the standards and requirements set by the educational institution or internship program with which the incumbent is associated.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, date entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Responsible to the assigned Department Head, but may operate under the direction of any number of others in the department charged by the Department Head with the responsibility of assisting in training/educational activities. The Director, Human Resources is responsible to be knowledgeable about the requirements of the internship program that the department is involved in order to make sure that the City appropriately comply. Interns that are not paid by the department to which the intern is assigned will have an overall responsibility to the Director, Human Resources or designee.