



Management Intern
FLSA: Non- Exempt
Grade 14 \$27,027.95 - \$43,244.72

GENERAL DEFINITION

The purpose of the classification is to offer practical experience to students engaged in a course of study leading to a professional vocation or to recent graduates wishing to acquire entry-level experience in municipal government management. Examples of such vocations include, but are not limited to, Urban & Regional Planning, Human Resources, and Accounting & Finance, Recreation Programming and Management, City Management, Budget, or other areas of public administration and management. Work is assigned to give the individual exposure to a variety of administrative, professional, technical, research, analysis, and citizen or customer liaison assignments. Work is accomplished in accordance with standards in terms of approach, practices, and methods, and is subject to close and direct supervision to ensure adherence to prescribed methods. The complexity of assignments is correlated to the individual's scope of knowledge, skills and abilities in the assigned work unit.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Functions in an entry-level administrative or professional capacity, with the intent of learning practical aspects of the assigned department's daily operations.
- Assists with and responds to inquiries regarding departmental functions within the scope of knowledge, skills, and abilities; provides resolution or directs to appropriate resources.
- Utilizes automated office systems technologies, e.g., computers, telephones, facsimile machines, photocopiers, calculators, adding machines, and software to perform assignments.
- Applies acquired knowledge, skills, and abilities in the applicable vocational field to the effective performance of the assigned department's daily operations.
- Performs research and analyzes data and information, summarizing the results in written or graphic reports.

- Takes citizen inquiries and complaints by telephone. Researches and composes responses to citizen inquiries, complaints, and correspondence.
- As directed, assists with coordinating and maintaining departmental programs, schedules, and services.
- Does assigned research and summarizes findings in written memoranda.
- Organizes data and records, compiles information in formats requested by superiors.
- Assists with budget preparation and monitoring.
- Performs technical and professional assignments.
- Provides administrative support to department staff as necessary to support work objectives of the assigned department.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge, skills, and abilities associated with a designated internship are applicable to the specific vocational area of professional development and the educational accomplishments of

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the intern incumbent. Regardless of the area of assignment, incumbents are expected to have the following:

- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.
- Good written communication skills.
- Ability to plan and organize work and data.
- A high degree of interest in learning and an ability to learn new methods, approaches, and professional skills.
- Accuracy in work performed.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

At least two years of completed coursework at an accredited university or college in a course of study leading to a professional vocation applicable to municipal government.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date