

City of xyz
Public Administration Intern
Job Responsibilities

The City proposes that the successful candidate chosen to fulfill the City's internship position be involved with two significant projects alongside the day to day duties involved in the operation of a municipality.

Project 1 would be to research and revise the City's Ordinance regarding Public Property Use.

Project 2 would be to research and write a new Safety Program Policy regarding Workplace Violence.

Day to day responsibilities would include job shadowing the City Manager, attending Department Head meetings, working with the City Manager's Assistant, and interacting with employees from various other City Departments.

Required Skills:

- Knowledge of Microsoft Office Suite programs particularly Microsoft Word.
- Excellent oral and written communication skills
- Ability to work well and interact with members of the public as well as members of the City's various departments, Department Heads and City Councilors.
- Desire to participate in and contribute to Maine government at the grass roots level.
- Good sense of appropriate office attire
- Ability to study unfamiliar material, condense that material into its most essential elements and create a cohesive document.
- Ability to conduct research and interact professionally with other municipalities
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multitask and meet deadlines.

The intern will gain experience working in a professional office environment and will have the opportunity to directly interact with other municipalities, all internal City employees and Department Heads and members of the general public.

Interns will be exposed to all aspects of municipal government; planning, assessing, code enforcement, finance, budgeting, administration, economic development and more.