

Position Number: 52

Student:

Internship Title: Town Manager's Intern

Supervisor:

Title: Town Manager

Email:

Bureau/Division/Office: Town Manager's Office

Phone:

Department: Town

Address:

Have you supervised interns before? Yes

Number of interns requested: 1

Function of administrative unit in which intern will be working:

The Town Manager's Intern will work directly with the Town Manager's Office and several other Town Departments including Assessing, Town Clerk, Planning and Development and others. The Town Manager serves as the Chief Administrative Officer for the Town and oversees the management of all operations of town government.

Location:

Is a **Maine** driver's license required? No, any license is acceptable

Is travel required?: Yes

Type of travel: Travel will mostly be within town, with occasional travel outside of to nearby communities. Intern is expected to attend the Maine Town, City and County Management Association Institute at Sugarloaf in August for three days at the expense of the Town. Intern should have own transportation and will be provided mileage reimbursement.

Primary focus of your internship:

Public Administration

Secondary focus of your internship:

Research/Writing

Please describe the activities expected of the intern.

The Town Manager's Intern will assist the Town Manager in a variety of projects that cover many different aspects of town government and many different departments. The list includes:

1. Researching policies and ordinances to determine if all previous changes are included in the current documents. If not, revising all policies and ordinances so that they are up-to-date. Create policy and ordinance compilation books for staff and Boards.
2. Digitize files of former personnel. This will require the intern to sign a confidentiality agreement.
3. Work with staff on the re-design and relaunch of the Town's official website using a new platform from GovOffice. Update the business websites maintained by the Town.
4. Perform cemetery mapping for at least one Town cemetery to include list of those interred, photos of gravestones and map of cemetery. Potential to utilize GIS to map locations of graves and cemetery software.
5. Develop a plan with the Town Manager, Town Clerk and Cemetery Committee to construct a columbarium. This project includes research what other municipalities have done in this regard, and sources of funds for the project other than property taxes.
6. Research all town-owned properties and easements and develop written document compilation and electronic files that includes all of this information.



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7. Re-organize the Assessors' ArcGIS files.
8. Assist staff in researching municipal short-term rental regulations and develop regulations for the town.
9. Work with the Town Manager to develop and implement a marketing plan for the Town properties.
10. Work with Town Manager, Finance Director, and Property Manager to develop a strategic plan for the Town properties.
11. Create an orientation program for new committee members to include specific materials pertinent to specific committees.
12. Assist Town Manager with comprehensive wage and benefits survey to develop a wage scale.

All of the projects involve interpersonal communication with a variety of staff members and volunteer citizen-based committee members.

The successful intern will have skills in research, excellent writing skills, GIS experience, excellent communication and public relations skills, excellent interpersonal relationship skills, presentation skills and the ability to learn software programs for website development and revisions.

Job Duties:

Research and analysis: 40%
Writing (to include reports, presentations, regulations, policies): 40%
Public speaking/interpersonal communications: 15%
Website work: 5%

REQUIRED knowledge and skills:

Skills in researching documents, policies, etc.
Excellent writing skills.
Good interpersonal communications skills.
Ability to assemble and organize information and prepare documents.
Desire and ability to work cooperatively with staff and board and committee members.
Excellent computer and keyboarding skills, strong working knowledge of Microsoft Office applications
Ability to learn software programs for websites (canned software platforms).

DESIRED knowledge and skills:

Excellent presentation skills.
Knowledge of municipal policies, regulations and ordinances.
Experience writing policies and ordinances.
Ability to use ArcGIS software application.
Experience in website work.

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APPLICABLE SKILLS you would like your intern to have:

Level of expertise:

Spreadsheets/Database/Programming:	Excel	proficient	
Publishing/Design/Graphic Design/Video:	Publisher	beginning	
Website Development:	Ability to learn canned website software platform	beginning	
Geographic Information Systems:	ArcGIS or similar	Proficient - this is not necessary, but desirable. ArcGIS work could be completed but not a requirement.	
Communication:	Strong English composition/writing skills Public speaking experience	proficient	
SOFT SKILLS:			
Customer Service:	Interacting with the public in person Collaboration/team work with colleagues Making presentations <i>Other:</i> Interacting with citizens that serve on boards and committees. Presentation work will mostly be to committees in informal settings. Depending on skills, may present to Select Board in formal meeting.		
Level of Independence:	Intern will be supervised closely Intern will be part of a team		
Internship Setting:	Mostly working in an office Contributing to multiple smaller projects <i>Other:</i> a greta deal of work with researching documents and using computer for research, writing, etc.		

What is the most relevant skill or quality of an intern to be successful in this job?

The ability to perform research and analysis on municipal policies and ordinances and provide updates to those documents.

Describe valuable experiences or skills the intern will gain:

The intern will gain knowledge of the processes municipalities must work through to develop policies, ordinances and regulations. Experience in working with various staff members and community members that serve on boards and committees will be gained which will lead to improved interpersonal communication skills and confidence in speaking with the public. The work products developed from the intern will have a lasting impact on the community and the intern will gain valuable contacts for future references and connections.

Additional Comments:

There are many other tasks and projects that the intern can take on depending on the intern's skill level and interests. I have tried to outline the top list of projects that are available to be worked on by the intern; however, I find that once the intern is in place, then I tailor the work projects to suit the strengths and interests of the intern as much as I can. I fully don't expect the intern to have knowledge/experience with ArcGIS, but put that in as a project in case there was a student that has that experience along with the other qualities we are looking for. The research and writing skills are more important.

