

## MANAGEMENT INTERN

### JOB DESCRIPTION

**Classification Responsibilities:** Management Intern is a temporary classification with a one-year standard length of assignment which provides professional-level staff assistance in analytical and statistical research work. Responsibilities require contact with the general public, City Council and officials, and executive personnel which is an important element of this assignment. The internship is intended to give the employee the experience and on-the-job training for higher level management responsibilities. An incumbent is typically preparing for a broad public management career rather than a specialized field within public administration. This class performs related duties as required.

**Distinguishing Features:** Working under the immediate supervision of the City Manager's staff, standard assignments are well defined and initially are reviewed as work proceeds; however, as the employee's competence increases, work is done more independently and reviewed upon completion and/or during conferences. Duties may also require the employee to be available for morning and evening meetings. The Management Intern may be assigned to a department on a project basis. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree supplemented by the completion of coursework towards a Master's Degree in Public Administration or a closely related field.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, and public officials in order to research administrative or operational problem areas, conduct surveys, and report recommendations and results. Drafts studies, reports, and/or manuals to report findings and propose solutions to administrative problems, or make recommendations for improvement.

**Manual/Physical:** Gives staff assistance to various departments and divisions of the City government. Designs and revises forms for records and reports. Attends related training sessions, various administrative meetings, citizens committees, and citizen boards and commissions, as directed. Meets scheduling and attendance requirements.

**Mental:** Collects, assembles, and analyzes data to assist in resolving procedural, operational, and other work-related problems. Assists supervisor in developing new programs or procedures. Assists with budget preparation. Analyzes and interprets research findings.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration;  
the principles, methods, and practices of municipal finance, budgeting, and accounting;  
research techniques, methods, and procedures; and  
office management principles, practices, and equipment.

Ability to:

communicate effectively, both verbally and in writing; and  
establish and maintain effective working relationships with City officials, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

GL/kc/co

CS3822.DOCX

EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 43

IND-8810

SWORN-No