

City of Live Oak
FLSA Status: Non-Exempt

Established:
Salary Band: \$1,500- \$4,000 monthly

CITY OF LIVE OAK INTERN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The City of Live Oak Internship Program is designed to attract, develop and mentor innovative individuals interested in pursuing a career in the public sector. The program seeks dedicated students who, through their academic achievement and/or employment history, have demonstrated high potential for a career in local government. Interns are encouraged to apply for full-time positions with the City after their internship is completed.

CLASS CHARACTERISTICS

Applicants are selected based on City needs and the job experience needs of the Intern. Assignments can be in any areas such as Public Works, Planning, Building Inspection, Parks and Recreation or other departments. Interns generally work under close supervision and perform simple or routine tasks while learning to perform the more difficult and responsible ones. Interns are hired as limited term employees and employment service is dependent on the length of the project or the particular City service needs. Intern positions are by their nature temporary employment and Interns are not eligible for City benefit programs unless specifically approved in writing by the City Manager.

The work schedule is typically part-time 15-20 hours per week with flexibility to work 30 to 40 hours per week depending on the needs of the Intern and the City program assigned. Interns with significant experience in their assigned area may be eligible to move along the assigned Salary Band with the specific approval of the City Manager.

Intern positions are not permanently funded, and may be terminated at anytime.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF DUTIES

1. May review and route routine planning documents, petitions, permits, packets and records; analyze environmental checklists and environmental information forms and make specific recommendations following department procedures;
2. May assist professional and technical staff with special projects including surveying, data gathering and reporting, analyses and computerized report presentations;
3. May respond to basic inquiries from the general public and resolve issues related to the City's planning and zoning procedures and specific permits; research and provide information to City staff and the general public regarding land use issues and standard environmental documentation;

4. May performs a variety of activities relating to the development of financial and statistical reporting, including accumulating, analyzing and tracking of revenues and expenditures; analyzes financial trends and develops projections of costs and funding opportunities.
5. May conduct surveys, research, and analysis of various departmental issues; may update procedure and policy manuals;
6. May perform parks maintenance work, including planting, painting, and general maintenance work; may perform public works maintenance including road maintenance and general labor at the City's Wastewater treatment facility;
7. May answer phones and/or assist the public or others including such tasks as taking messages, responding to questions or requests for assistance, screening and referring to sources of information, providing forms and explaining procedures for completion;
8. May prepare bills, orders, notes and receipts, permits, licenses; perform basic arithmetic operations; receive fees when the amount is readily obtainable by simple computations, or from fixed schedules; post data, keep records, and prepare statistical or other types of reports in accordance with predetermined forms and procedures.

MINIMUM QUALIFICATIONS

Experience: Some education and/or experience related to the project needs of the City.

Some knowledge of one or more of the following requirement depending on the assignment area: Strong computer skills and knowledge of software programs such as Microsoft Word, Excel, and PowerPoint, modern office practices and procedures, including filing and operating office equipment; fundamental principles of writing and grammar necessary to complete City reports and internal communications; basic operation of parks or public works equipment such as weedeaters, lawn mowers, and other small power equipment.

Ability to perform one or more of the following requirements depending on the assignment area: Learn to perform a broad range of tasks such as those described in the examples of duties; learn the procedures and regulations governing the area of assignment, and the terminology and documents used; and apply that knowledge to the specific operations of the assignment area; understand and follow oral and written directions; effectively communicate orally, accurately receiving and transmitting information; establish and maintain cooperative relations with the public and others; spell and punctuate correctly, learn to compose simple documents, learn to proofread to identify omissions and errors; perform basic arithmetic computations, compile and calculate statistics within specific guidelines, collect and receipt for money and make change; learn to operate and use a variety of electronic and automated office machines and equipment.

Special Requirements:

1. Must possess a valid California driver's license.
2. Speak, understand, read and/or write a second language, in addition to English may be required for some assignments.