

City of Imperial Beach
POSITION DESCRIPTION

Title: Administrative Intern
Department: Community Development
Division: Planning

GENERAL PURPOSE

Incumbents are responsible for performing a variety of activities in a learning capacity for an assigned area.

SUPERVISION RECEIVED

Works under the general supervision of the City Planner

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts studies and analyzes data in assigned area of responsibility; prepares related reports and summary findings; presents findings at meetings. Performs a variety of miscellaneous tasks in support of departmental and/or divisional operations. Performs research on latest trends, technologies, and/or developments. Shadows supervisor and other departmental employees to learn about assigned programs and operations aspects of assigned area of responsibility. Assists with drafting policies and procedures. Performs other duties of a similar nature or level.

PERIPHERAL DUTIES

Operates a city vehicle.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Enrollment in an approved college/university program with coursework in the area of assignment, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

KNOWLEDGE OF

Modern office practices and equipment; principles and practices of municipal government and public administration; basic principles and practices of assigned area of responsibility.

ABILITY TO

Ability to use computers and related software applications; applying policies, procedures, laws, and regulations; analyzing problems. Identifying alternative solutions. Projecting consequences of proposed actions; collecting and analyzing data; preparing reports; performing research; drafting policies and

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Procedures; communication, interpersonal skills as applied to interaction with coworkers, supervisor, general public, etc. sufficient to exchange or convey information and to receive work.

TOOLS AND EQUIPMENT

Phones; mainframe computer terminal; personal computer including Microsoft or word, excel & power point software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.