

**ADMINISTRATIVE INTERN
(Part-time Position)**

DEFINITION

To perform a wide variety of tasks, providing administrative assistance to departments or divisions, conducting research and surveys, compiling information related to a wide range of municipal services; to assist in reviewing and analyzing organizational development and in preparing reports regarding assigned programs or project areas.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a higher level management staff; immediate supervision may also be received from technical or professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Conduct basic research and surveys.

Assist in report preparation.

Assist in preparing project materials and other documentation.

Confer with the members of the public or business community, when gathering data.

Assist in coordinating municipal activities, community meetings, or other activities involving various City departments or divisions.

Assist in reviewing, analyzing, and interpreting basic statistical information and other factual data.

Perform a wide variety of clerical work including wordprocessing and typing.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles, procedures, and issues related to the assigned program or project area.

Basic statistics, proper English language usage, spelling, and grammar.

Basic or general research methods and their practical applications.

Modern office practices, procedures, and equipment.

Ability to:

Communicate clearly and concisely, orally and in writing; prepare clear and concise reports.

Understand and follow moderately difficult oral and written instructions.

Collect, compile, analyze and interpret statistical and other factual data.

Learn administrative techniques including principles of organization and other program or project related procedures.

Utilize a computer for data processing and report preparation.

Exercise independent judgement in performing assigned tasks.

Deal effectively with the public.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of education or experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be current enrollment in an accredited college or university in an undergraduate or graduate program related to public administration, business administration or a field related to the project/program assignment.

REQUIRED LICENSE

Possession of a valid California Driver's License.