

ADMINISTRATIVE INTERN SERIES

Definition:

Under general or direct supervision performs a variety of administrative and general staff support duties for a department or division and performs related work as required.

Class Titles

Administrative Intern I
Administrative Intern II
Administrative Intern III

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Performs a variety of administrative and general staff work in assigned areas.

Conducts surveys and studies.

Gathers, compiles, analyzes and evaluates data.

Assists in the preparation of and/or prepares reports, including findings and recommendations.

Prepares charts, graphs and exhibits.

Prepares informational material for special or regular reports.

Assists in budget preparation.

Responds to routine telephone or in-person inquiries from a variety of individuals.

Operates a personal computer and uses applicable software to produce a variety of material.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

Class Characteristics:

Administrative Intern I/II/III is a multi-incumbent, non-regular class series. The series is used for training purposes in the field of public administration and in the specific operation of City departments. An Administrative Intern I has little or no experience and works under direct supervision, usually in an operating department on general administrative duties or specific projects. An Administrative Intern II has some knowledge and/or experience in general public administration, works under general supervision and will have wider responsibilities, more difficult duties and a wider variety of tasks than an Administrative Intern I. An Administrative Intern III will have confirmed knowledge and/or experience in public administration, will be assigned more complex projects and will have wider responsibilities than an Administrative Intern II. In addition, an Administrative Intern III may be expected to complete projects without needing specific direction

Contacts and Relationships:

An Administrative Intern has the majority of their contact with staff in the department/division assigned although some contact with the public, public/private agency representatives and vendor/contractors will occur during the performance of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Knowledge of:

Principles of public administration.

Principles of business and organization structure.

Effective methods of making oral and written reports and presentations.

English usage, spelling, grammar and punctuation.

Techniques of analysis and research.

Computer applications related to area assigned.

AND

Ability to:

Communicate effectively orally and in writing.

Conduct responsible research and analysis.

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

Understand and carry out oral and written instructions.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software programs.

A typical way to obtain the knowledge and abilities is as follows:

Administrative Intern I:

Education:

Two years of college and continuing progress towards a Bachelors Degree from an accredited college or university in Public Administration, Business Administration or a closely related field.

AND

Experience: None

Administrative Intern II:

Education:

Three years of college and continuing progress towards a Bachelors Degree from an accredited college or university in Public Administration, Business Administration or a closely related field.

AND

Experience: Six months of analytical/research related duties.

Administrative Intern III:

Education:

A Bachelors Degree in Public Administration, Business Administration or a closely related field from an accredited college or university. Continuing progress towards a Masters Degree in Public Administration or Business Administration from an accredited college or university is desirable but not required.

AND

Experience: One year of analytical/research related duties to include six months in a municipal or closely related area.

Special Requirements – All Classes in this Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

The majority of work is performed in an office environment and may require sitting for prolonged periods of time. An incumbent uses a computer, keyboard and related equipment, stands, grasps, walks and may drive a vehicle on City business, twist, reach, bend, crouch, kneel, push, pull, lift and move boxes of records and other items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Administrative Intern III established December 2004

Revised December 2004

Revised August 2002

Revised June 1996