

ORGANIZATION:	City of Sherwood and City of West Linn	DATE: 2014
LOCATION:	Sherwood, Oregon and West Linn, Oregon	
DEPARTMENT:	Administration, Community Development, and Economic Development	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Economic Development Intern	

PURPOSE OF POSITION:

Under general supervision, will perform entry level professional work for a variety of departments. The intern will participate in a range of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities are related to the emerging issues of the day in each city and are designed to further prepare the intern for a successful career in local government.

ESSENTIAL JOB FUNCTIONS:

- Perform entry level professional administrative work, research, and analysis.
- Assist with developing and implementing projects and/or programs impacting one or more departments.
- Assist with community outreach activities.
- Attend and participate in various organizational meetings as directed.
- Contribute to a positive work environment.
- Represent the cities in a professional manner.
- All other duties as assigned.
- Maintain cooperative working relationships with City staff, other organizations and the general public.
- Follow all safety rules and procedures for work areas.

JOB QUALIFICATION REQUIREMENTS:

Requires excellent oral, written, and electronic communications skills. General knowledge of municipal governments. Advanced knowledge of computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, social media, and web page editing. Advanced knowledge of business English composition, proof reading, spelling, punctuation, grammar, and usage. Techniques for providing a high level of customer service to the public and City staff, both in person and over the telephone. Ability to handle multiple demands and competing priorities. Ability to use initiative and work independently after receiving initial guidance. Must exhibit the confidence to work with people at all levels of seniority and from different backgrounds. This intern position is designed to prepare a college graduate for a successful career and requires a minimum of the equivalent to a high school education. Preferably an individual who recently completed, or is prepared to complete a college level program in the next six months.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, there are long periods of computer work and office work, along with intermittent periods of standing and walking. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

The position routinely works normal business hours, but may be required to attend night meetings. Most work time is spent in an office environment. Long periods of computer work and office work, along with intermittent periods of standing and walking.

SUPERVISORY RESPONSIBILITIES:

None.

SUPERVISION RECEIVED:

works under the direction of the City management staff.