

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: MANAGEMENT ASSISTANT (INTERN)

Department: Administration	FLSA Status: Non-Ex
Employee Group: Limited Duration	Salary Grade:
FTE Status: Part time, less than 20	Date: January 2019

General Function:

Intern will learn the ins-and-outs of the organization's daily routines and procedures. Focus is on learning how the organization runs, and can be expected to gain valuable insight that can further the interns interest in local government management as a career. In addition to office duties, the intern will have the opportunity to meet department directors, council members, managers and line staff.

Intern will perform a variety of management assistance functions in direct support of the assigned department as needed. Performs varied duties and functions with discretion and independent judgment. Requires application of City Charter, ordinances, resolutions, and policies and procedures to the policy and operational objectives of the City.

(Tasks are intended to be descriptive and not restrictive. An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks, which an employee may be expected to perform)

Duties and Responsibilities:

1. Contributes to a positive work environment.
2. Prepares documents, spreadsheets, presentations and other material to support the management objectives of the assigned department.
3. Provides information to the public and City departments by various communications mechanisms and social media platforms to explain City policies, procedures, rules, regulations, or functions.
4. Researches, retrieves and stores information as necessary. Logs information to maintain records and provide quick retrieval of information and production of reports.
5. Assists in maintaining records, files and books to provide accurate information on activities and actions following established methods and procedures.
6. Compares or compiles data to produce assigned reports; checks data, making necessary contacts and producing data in final form.

7. May be required to attend public meetings both day and/or night for the purpose of taking minutes.

SPECIFICATIONS:

1) Job Preparation:

a) Education:

- i) Two or four year college degree with focus in business, management, communications, social science, paralegal, public policy, public administration or any combination of education and work experience will be considered.

b) Training:

- i) Experience with or training in Microsoft Office Suite products or similar word processing, spreadsheet and presentation software.
- ii) Experience with website navigation, research skills, and database design or management.
- iii) Experience with social media platforms to communications and outreach to external audiences.
- iv) Must have ability to establish and maintain effective relationship with the public and with co-workers to communicate effectively and to explain policies and procedures.
- v) Must have ability to maintain confidentiality of private and sensitive information and documents.
- vi) Ability to work independently and in accordance with departmental policies.

2) Supervision:

Received: Receives direct supervision from Department Head or supervisor who reviews work for accuracy, results obtained and conformance with standard practices and legal deadlines.

Exercised: Supervision is not a normal responsibility of positions in this classification, but may coordinate work of other staff as needed.

3) Communications:

May be required to communicate with other jurisdictions regarding requests for information, notices of meetings, etc.

Contacts made with other City departments include those associated with setting up meetings, and coordinating receipt of reports and other materials requested or required by assigned department. Provides back up assistance for other departments upon request.

Contacts may be made with the citizens upon request. Questions are answered or referred to appropriate source.

Communications will be carried out in person, through written documents or e-mail, or via social media platforms.

Will be entrusted with sensitive or confidential information in the course of performing work.

4) Cognitive Functions:

Work is governed by written policy, procedure and verbal direction from supervisor.

Ability to interpret and apply direction as received.

Errors could result in inaccurate information being disseminated to employees, City Council and the general public. The cost to the City might include loss of credibility, employee grievances and legal action.

Most tasks are well defined. Some tasks are assigned without strict guidelines relying on the individual's secretarial and clerical expertise to complete assignment.

Decisions made in the course of work are related to determining whether a request for information should be referred to a higher classified employee.

5) Working Conditions:

Work will be performed in a business office environment, with little physical effort or hazards.

6) Resource Accountability:

May not commit City resources without higher approval.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change