

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

Created: October 2009
TITLE: INTERN
FLSA Status: NON-EXEMPT
Job Code: 1730

DEFINITION

Under general supervision, provides an individual working toward a degree, or one that has recently completed a degree program, on-site work experience that is either directly related to their major field of study or career interest. Work and/or services performed by an Intern are typically under the direction of an experienced professional and/or management employee in the field. Assignments are intended to be of limited duration, with a maximum term of two years at part-time status.

DISTINGUISHING CHARACTERISTICS

This is an "at-will" position assigned to City departments, serving at the pleasure of the Department Head. The Intern experience allows the incumbent to apply knowledge gained from coursework to on-the-job problems/challenges, allows the incumbent to develop new skills and refine others, thereby gaining valuable work experience beyond their educational accomplishments.

EDUCATION/EXPERIENCE

Any combination of education and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Pre and Post Associate, Bachelor or Master's degree with major course work in Accounting, Finance, Business Administration, Public Administration, City or Regional Planning, Public Policy, or Civil Engineering are highly desirable. There are limited opportunities for individuals in their senior year of High School.

Licenses/Certificates: Assignments may require possession of a valid California Driver's License with a satisfactory driving record OR to demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent may be required to participate in a variety of evening and weekend meetings, facilitate or assist in the facilitation of community meetings. Must possess the ability to read small type, numbers and computer monitors, perform data entry, and speak clearly and loudly enough in order to be understood in private as well as public settings. Other special skills or abilities may be requirements of the assignment.

OTHER WORKING CONDITIONS:

Hours are limited to less than 1,000 in a fiscal year, and an average of no more than 20 hours per week.