



CITY OF ORINDA

Intern (Temporary)

DEFINITION

Under close supervision, the Intern classification assists and performs work in support of an assigned professional field such as, but not limited to, public works and engineering, planning, finance, administration, or parks and recreation and performs related work as required.

The purpose of this class is to provide high school students, college students or recent graduates with work experience that will supplement their academic studies and better qualify them for permanent professional positions after their graduation. Recent college graduates may work up to one year after graduation. Incumbents are systematically given progressively responsible assignments corresponding to their stage of professional development.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists Public Works/Engineering staff with technical and/or administrative assistance with Public Works engineering projects. This may include assistance with roadway and sidewalk improvements projects, drainage and storm water improvement, traffic and roadway signs and other City related engineering projects.

Learns how to assist planners in collecting and preparing data for various planning projects, conducts field work, collects parcel data and searches land records, prepares maps and planning reports, assists staff at community meetings, and may research funding sources and write grant proposals.

Conducts basic office functions as needed, such as data entry, file management, and customer service

Assists staff in developing clerical procedures, forms, systems, etc., to meet department needs; creates, organizes and maintains various agency files, records, and resource materials.

Assists staff in researching and preparing financial information;; learns to examine financial entries for accuracy and compliance with generally accepted accounting principles, procedures, and policies; may assist in the research, compilation, and writing of detailed financial reports or policies, and participates in conducting cost and feasibility studies.

Assists staff in collecting and analyzing budgetary information regarding revenues, expenditures; assists in the preparation of associated reports and recommendations.

Assists staff in documentation, data entry, uploads and performing other necessary update tasks for the City's various computer database programs.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Skills and Abilities to:

Modern office equipment and procedures including use of a variety of software applications.

Schedule and coordinate projects, set priorities, adapt to changing priorities and meet time deadlines.

English usage, spelling, vocabulary, grammar and punctuation.

Learn, interpret, and apply various departmental policies and procedures.

Principles and practices of good customer service.

Communicate clearly and concisely, both orally and in writing.

Pay attention to detail and use good judgement.

Establish and maintain a variety of filing, recordkeeping, and tracking systems.

Deal tactfully and effectively with the members of the community.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

Currently enrolled high school or college student, or recent college graduate, with an interest or major within field of assignment.

License or Certificate:

Possession of a valid Driver's License may be required for some positions.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 30 lbs.; ability to travel to different sites and locations. May be assigned an irregular work schedule. Ability to pass a comprehensive background check.

Employee Group: Temporary Seasonal
FLSA Status: Non-Exempt
Revised: October 2018