



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Graduate Intern – City Manager’s Office

**JOB NO:** AS003116

**JOB FAMILY:** Administrative/Specialist

**FLSA:** Non - Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

Provide administrative support for a variety of departmental functions while gaining a general knowledge of city operations. Research a variety of assigned tasks including special reports on current legislation, conduct advanced writing assignments for the City Manager’s Office. Complete various reviews and analyses of specific programs.

#### **SUPERVISION**

General supervision is provided by the City Manager, Deputy City Manager, Assistant City Manager and Assistant to the City Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide research support for City Manager’s Office.
3. Search files, assemble information, and compile statistics.
4. Prepare various reports including special reports on current legislation for the City Manager’s Office.
5. Prioritize workload effectively and make effective decisions without constant supervision.
6. Assist staff in preparing for public meetings and special events.
7. Operate personal computer for Word processing, database creation and management, and for email. Operate other modern office equipment.
8. Communicate professionally, courteously, and effectively with other city employees, officials, and the public, in person, in writing, and by telephone.
9. Performs miscellaneous job-related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. May attend department and/or staff meetings, council work sessions and/or council meetings, or other professional functions.
2. May provide administrative support to upper level administrative, support, and professional staff in the completion of their duties and responsibilities.
3. May need to visit off-site locations in conducting research or working on assignments.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree in field related to internship and enrolled in a master's degree program with an accredited university.

### **EXPERIENCE**

No experience necessary.

### **LICENSES AND CERTIFICATES**

None.

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Highly developed working knowledge and skills within a defined area of professional/technical specialty.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

Various types of software packages and applications (including Microsoft Word, Excel, PowerPoint and Access).

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

### **Skill in:**

Preparing reports, graphs and spreadsheets.

Performing analysis on a wide variety issues.

Operating a variety of office equipment including computers.

### **Ability to:**

Tactfully respond to requests and inquiries from managers, employees and the general public.

Perform assignments as directed and in a timely fashion.

Conduct advanced research regarding a variety of topics.

Perform multiple tasks simultaneously, capability to learn quickly, capacity to work independently, and to research a variety of information.  
Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationship with those contacted in the course of performing assigned duties.

Pass a medical physical examination and drug screen.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *frequently required to stand, sit, and walk for extended periods of time*
- *occasionally lift and carry objects weighing up to 24 lbs.*

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: September 2005**

**REVISION DATE: November 2008**