



JOB TITLE: Municipal Intern

JOB TYPE: Part-Time, Temporary

REPORTS TO: Assistant to the City Manager

STARTING RANGE: \$10.00/hr

Job Overview

This position is a temporary, part-time paid internship opportunity geared toward current high school aged students seeking experience in municipal function and general office administration. This position is an after-school opportunity, 10 hours per week, for the duration of the project. There is potential for continued or permanent employment following the conclusion of the project based upon performance.

Essential Duties and Responsibilities

A municipal intern will be responsible for digital record reorganization and maintenance, digital archiving of paper records and historical documents, and general clerical work like filing, purging, and organization.

Section 1: Minimum Job Requirements

- Must be at least 16 years old and a current high school student
- The ability to communicate efficiently with both verbal and written skills
- Produce a consistent body of work in both quantity and quality of records managed
- Able to work without direct and/or constant supervision
- Possess good-to-excellent computer skills

Section 2: Additional Job Requirements

- Must be able to efficiently operate general office equipment, including desktop computers, laptop computers, tablets, mobile and landline telephones, scanners, printers and copiers of varying sizes

Section 3: Preferred Qualifications

The ideal applicant would have some level of proficiency in Microsoft Office products (such as Microsoft Word, Excel, and Publisher) and good working knowledge of Adobe Acrobat and PDF editing.

Section 4: Physical Requirements

This position regularly requires work that involves some combination of sitting, stooping, standing, climbing (stepstool or small ladders), crouching, squatting, pushing and pulling, and carrying or lifting items up to 50 pounds.

Section 5: Working Conditions

This position primarily works indoors in a regular office setting, but may experience some need for work in non-temperature controlled environments, such as unfinished attics, basements, and other storage facilities as necessary.

Section 6: Work Schedule

This position is 10 hours weekly (two hours per weekday after school), not to exceed 1,000 hours in a year.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*
Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.
- *Communication*
Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands the importance of non-verbal communication and presents oneself in an appropriate manner.
- *Job Performance*
Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.
- *Initiative and Innovation*
Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is not eligible to receive benefits from the City of Osawatomie.

Section 9: Other Information and Disclaimer

Department	Administration
Division	City Manager's Office
Type	Part-Time, Temporary
Pay Rate Type	Hourly
Weeks Per Year	13
Hours Per Week	10
KPERS Eligible	No
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	No
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	No

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.