

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### MANAGEMENT INTERN

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will Part Time	Approved by City Council:	
Classification Series:	Management Analyst Series	Resolution No.:	
FLSA Status:	Non-Exempt		

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.

#### **DEFINITION**

Under close supervision, this entry level hourly part-time professional intern position performs a wide variety of administrative support work in the department assigned including research projects, in order to become familiar with functions and activities of the department. Performs other related duties as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**Depending upon the department which assigned, position in this classification may perform but not limited to the following essential duties:**

- Researches, and studies organizational and administrative issues, such as budget analysis, and prepares comprehensive written reports;
- Prepares correspondence, compiles and analyzes data;
- Prepares renderings, charts, maps, diagrams and models for presentations from data gathered personally or by other staff, using automated equipment, drafting or drawing techniques;
- Conducts field investigation and surveys, such as gathering data and contracting the public regarding planning ordinance and zone violations, conducting salary surveys and gathering classification information;
- Assist in preparation and administration of examinations including grading and preparation of statistical studies;
- Assist in the design and implementation of systems and forms for use in operations;
- Assists in engineering drafting and layout work; calculates quantities, makes simple engineering computations;
- Assists in responding to routine citizens inquires and complaints;
- Attends meetings as assigned;
- Assist in maintenance of subsidiary ledgers and journals, posting, drawing up trial balances, preparing financial statements and cash receipt vouchers, audits department receipts;
- Assist in providing information to other departments, public and other agencies;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as the situation requires.

#### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of public policy and administration;
- Basic budgeting process and procedures;
- Statistical methods and research techniques;
- Basic principles of mathematics;
- Standard office procedures, practices and equipment;
- Methods and techniques for record keeping and report preparation and writing.

#### **Skills:**

- Possess skills to word process general correspondence, spread sheets, visual presentations, and reports using a personal computer and software applications.

#### **Ability to:**

- Establish and maintain effective working relationships;
- Conduct research projects;
- Collect, analyze, and interpret data;
- Organize and prepare effective grant applications and proposals;
- Perform mathematical calculations quickly and accurately;
- Research, interpret, explain, and apply applicable laws, codes and regulations;
- Read, interpret, and record data accurately;
- Organize, prioritize, and follow-up on work assignments;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate effectively and concisely, both orally and in writing;
- Handle confidential information with discretion;
- Understand and interpret the municipal code, MOU's, administrative policies and departmental rules and other City policies related to their respective job duties;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;

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(Continued)

- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Possess or working towards a Bachelor’s degree in Public Administration, Business Administration, or a closely related field from an accredited college or university.

**Experience:**

- No experience required;

**License or Certificate:**

- A valid California Class C Driver’s License and a satisfactory driving record.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.