



TOWN OF SUPERIOR

EMPLOYMENT OPPORTUNITY

Management Intern

\$12.00 (hourly)

Temporary Part-time.

Applicants will be employed for 12 weeks up to 20 hours, or a total of 240 hours.

OPENING DATE: Monday, January 13, 2020

CLOSING DATE: Until Filled

JOB SUMMARY:

Classification Responsibilities: Management Intern is a temporary classification with a one-year standard length of assignment which provides professional-level staff assistance in analytical and statistical research work. Responsibilities require contact with the general public, Town Council and officials, and executive personnel which is an important element of this assignment. The internship is intended to give the employee the experience and on-the-job training for higher level management responsibilities. An incumbent is typically preparing for a broad public management career rather than a specialized field within public administration. This class performs related duties as required.

Distinguishing Features: Working under the immediate supervision of the Town Manager's staff, standard assignments are well defined and initially are reviewed as work proceeds; however, as the employee's competence increases, work is done more independently and reviewed upon completion and/or during conferences. Duties may also require the employee to be available for morning and evening meetings. The Management Intern may be assigned to a department on a project basis. This class is FLSA exempt-administrative.

REQUIREMENTS:

Employee Values: All employees of the Town of Superior are expected to uphold and exhibit the Town's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree supplemented by the completion of coursework towards a Master's Degree in Public Administration or a closely related field. Other applicants with education in a field related to town management, such as finance or engineering, will be considered.

Special Requirement. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other Town employees, management, and public officials in order to research administrative or operational problem areas, conduct surveys, and report recommendations and results. Drafts studies, reports, and/or manuals to report findings and propose solutions to administrative problems, or make recommendations for improvement.

Manual/Physical: Gives staff assistance to various departments and divisions of the Town government. Designs and revises forms for records and reports. Attends related training sessions, various administrative meetings, citizens committees, and citizen boards and commissions, as directed. Meets scheduling and attendance requirements.

Mental: Collects, assembles, and analyzes data to assist in resolving procedural, operational, and other work-related problems. Assists supervisor in developing new programs or procedures. Assists with budget preparation. Analyzes and interprets research findings.

Knowledge and Abilities:

Knowledge of: the principles and practices of public administration; the principles, methods, and practices of municipal finance, budgeting, and accounting; research techniques, methods, and procedures; and office management principles, practices, and equipment.

Ability to: communicate effectively, both verbally and in writing; and establish and maintain effective working relationships with Town officials, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Town as the needs of the Town and requirements of the job change.

APPLICATION PACKETS CAN BE OBTAINED AT:

Town of Superior
199 N. Lobb Ave.
Superior, Arizona 85173
8:00 am to 5:00 pm
Closed between 12:00 pm to 1:00pm for lunch
Monday - Friday
Phone (520) 689-5752 Fax (520) 689-5822

APPLICATION PROCESS:

File an application on or before the closing date noted on the front of this Employment Opportunity to be considered for this position. All applications must be signed and received by 5:00 pm on the Closing Date.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/ interviews. Criteria will be based on job-related knowledge, skills, and abilities.

The Town of Superior is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Superior does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.

The Town of Superior supports a drug free workplace.

IMMIGRATION REFORM ACT NOTICE:

To conform with the Immigration Reform Act of 1986, the Town of Superior must verify the right to work in the United States of every individual hired. In the event you are selected, you will be required to provide the appropriate documents

to Human Resources. Failure to provide these documents will result in termination.