



City of Lucas – Job Description

Position Title: Graduate Intern (Part-Time)
Hourly Rate: \$15.00
Department: Administration
FLSA Status: Non-Exempt
Revised: January 4, 2021
Emergency Status: Non-Emergency Essential

Leadership

Supervisor: City Secretary
Direct Reports: None

The City

The City of Lucas is primarily a bedroom community made up of more than 8,000 residents and consist of estate style living. The City has experienced significant growth in recent years as a result of its unique features including appealing rural atmosphere, animal friendly neighborhoods, exceptional educational systems, proximity to services and shopping, low crime rate, high quality housing, large lot sizes, and proximity to Lavon Lake. The City's location, outside the pressures and restrictions of intense urban life, combined with its convenient position relative to local and regional recreational centers, makes the City a stable and attractive community.

The City's organizational values are based on the following principles to ensure the provision of extraordinary public service:

- Leadership - influencing the behavior of others through positive role-modeling
- Understanding - exercising good judgment and being tolerant of diverse perspectives
- Communication - embracing transparency through the sharing of information
- Aspire - demonstrating the desire to achieve
- Service - having a passion for helping others

Position Purpose

Under supervision of the City Secretary, the Graduate Intern is responsible for assisting departments with special projects, research, analysis, customer service, community events, clerical help, and any other similar type duties. The Graduate Intern will learn city functions and responsibilities and may participate on community projects, public meetings, boards/commissions, or committees.

Essential Functions

- Assists in coordinating requests for public information and ensures that all information is released according to state law.
- Assists in preparing and posting public meeting agendas, including the coordination and review of agenda back-up material, finalizing the agenda, and ensuring a quality end-product. Distributes agenda materials in a timely fashion.

- Assists in creating, posting, updating, maintaining, and analyzing features of the City's website, and any other form of electronic communication supported by the City.
- Assists in facilitating an effective communication program through the creation of the City's monthly newsletter and assists with community outreach.
- Assists professional staff with the development, implementation, evaluation, and improvement of various special projects.
- Collects, compiles, and analyzes data from various sources to create reports and other informational documents for a multitude of public policy, public administration, or departmental specific policy-based subjects or issues.
- Attends meetings related to assigned projects which may include City Council meetings, planning sessions, staff meetings, committee or commission meetings, and others to observe the decision-making process in municipal government.
- Prepares reports and/or presentations regarding the status or completion of assigned projects.
- Responds to citizen requests for information electronically or in person.
- Regular and consistent attendance for the assigned work schedule is essential.
- Performs other duties as assigned.

Capital and Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while assisting in purchasing tasks.

Credentials (minimum preferred)

❖ Knowledge/Skills/Abilities

- Basic principles, practices, and methods of project management, public administration, and budgeting and research techniques; working knowledge of standard office equipment and software used for word processing, spreadsheets, electronic mail, and presentations.
- Researching, collecting, compiling, analyzing, reporting, and presenting findings and recommendations regarding project work and assignments; communicating effectively both verbally and in writing and effective collaboration with others; using standard office equipment including copiers, printers, and computer equipment.

❖ Formal Education

- Bachelor's degree in Public Administration or a related field AND current enrollment or recent completion of a Master's or Doctor of Philosophy degree program in Public Administration or a related field at an accredited college or university.

❖ Experience

- None. Experience working for a public entity is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk and lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. Work is normally performed in an air-conditioned office environment where the noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at any time at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name) _____

Employee (signature) _____

Date: _____