

## CITY OF SONOMA JOB DESCRIPTION

### PART-TIME INTERN

#### DEFINITION

Perform a wide variety of administrative, analytical, and/or technical duties within an assigned City department or division; receive valuable work experience and knowledge, skills, and tools for future professional endeavors as well as encourage public service.

#### DISTINGUISHING CHARACTERISTICS

General supervision is provided by a designated City employee within the assigned department or division.

The Part-Time Intern is designed to provide college students, or recent graduates, seeking entry-level skills, with practical work experience through projects which are related to educational and professional goals. This is an at-will employment opportunity with the City of Sonoma, without expectation of indefinite employment and may be terminated anytime without cause and within the total discretion of the appointing authority.

#### PUBLIC WORKS – 1 PART-TIME INTERN

Receiving general direction and supervision from the Public Works Operations Manager, this Part-Time Intern will utilize a smart tablet and Geographic Information System (GIS) software to locate and identify grave markers in the City's cemeteries and will scan, organize, and populate metadata/attribute data for burial records for persons with remains interred in the City's cemeteries.

The Part-Time Intern must also possess the ability to:

- On a continuous basis work outside in different types of weather while exposed to dust; stand and walk over rough, uneven, or rocky surfaces.
- Read and understand plot maps and charts of burial areas and mausoleums.
- Use sound judgment and exercise due care when working with grave markers and around burial areas.
- Work with various groups encountered during work, especially cemetery visitors and relatives of the deceased, in a tactful and respectful manner.
- Communicate clearly and concisely, both orally and in writing.
- Work safely in a rural cemetery, including recognizing and avoiding hazardous plants, terrain, wildlife, and campers/squatters.

#### ESSENTIAL DUTIES, KNOWLEDGE, AND DEMANDS OF THE POSITION

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential duties, skills, and demands

*Duties:* *Duties typically include, but are not limited to, the following:*

Perform various administrative, analytical, and/or technical duties in support of assigned City department or division.

Conduct surveys; collect and analyze data; summarize findings through various documents and materials, including presentations, charts, and spreadsheets.

Perform general record management and compile data for departmental, divisional, and City-wide operations.

Assist in assignments related to organization, procedures, and budget requirements.

Communicate with members of the public, officials from other agencies, and community groups to gather information necessary to complete assignments and projects.

Assist with the planning and execution of special events or projects.

Attend and participate in meetings, training, and workshops.

Interpret agency policies, rules, and regulations.

May perform a variety of administrative support duties, including copying and assembling materials, collecting and distributing mail, assembling and binding reports, faxing documents, filing, typing, and data entry.

May prepare a variety of general correspondence, reports, articles, meeting minutes and/or agendas; edit materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.

Respond to requests for information and provide customer service to community members, business organizations, and City staff.

Perform related duties as assigned.

Knowledge of:

Basic goals and principles of local government agencies.

General principles of organization and support.

Basic methods and techniques of research and analysis.

Computer software applications including Microsoft Office (Word, Excel, and PowerPoint).

Mathematics, data collection, and spatial analytical skills.

Principles of written correspondence and reports.

Principles of communication, collaboration, critical thinking, and creativity skills

### Physical Demands and Work Environment:

Work in a standard office setting and outdoor field environment with some travel from site to site.

Intermittently, walk, stand, kneel, climb, crouch, reach, twist, and bend in the field; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work extended hours including evenings and weekends; stand or sit for prolonged periods of time; perform simple and power grasping, pushing, pulling, and fine manipulation; use repetitive hand movement and fine coordination including using a computer keyboard to regularly write or communicate, and occasionally lift or carry weight of 50 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the office work environment is usually moderate.

Work in outdoor weather conditions; occasionally work near moving mechanical parts subject to vibration, overhead hazards and in high, precarious places; occasionally be exposed to wet and/or humid conditions, smoke, fumes or airborne particles, extreme cold, extreme heat, and areas where there is a risk of electrical shock; or where the noise level in the work environment may be loud.

### Education and Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

#### Education:

Current enrollment in, or recent graduation from, an accredited college, undergraduate, or graduate degree program is required; must have and maintain a GPA of 2.5 or higher; verification of current enrollment, registration for the upcoming semester, and/or graduation is required; must also meet any additional requirements for the specific internship assignment as outlined in the internship announcement.

#### Experience:

No prior job experience is required.

While performing the duties of this job, the incumbent is regularly required to sit, use the computer keyboard and mouse; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.