

CITY HALL INTERN

Position: City Hall Intern

Reports to: City Administrator

Revision Date: May 13, 2024

FLSA Classification: Non-exempt

POSITION SUMMARY

The City Hall Intern is a temporary administrative position to support the City Administrative staff. The position is professional and supportive through in-person and phone interaction. Position includes general office and project work among other duties as listed below. The job has no supervisory responsibilities.

ESSENTIAL JOB DUTIES

- Assist with customer service including back up to answering and routing telephone phone calls, greeting and directing customers, answering citizen inquiries, taking messages and providing general information to customers.
- Assist customers with opening and closing utility accounts, collection of water connection fees, and provides informational packets.
- Prepares materials, documents and reports for accuracy, grammar, and punctuation.
- Assist in maintaining an accurate filing system.
- Assist with the preparation of meeting packets and supporting documents.
- Assist in coordinating meetings including scheduling, preparing, and mailing agendas.
- Assist with maintenance of files and records.
- Coordinate rentals of the Community Building, Parks, and shelters.
- Assist with nuisance and violation claims.
- Assist with building/development permit application review.
- Assists with mailings and picking up mail at the post office.
- Assist with accounts payable, matching check stubs with invoices, preparing payment envelopes, and filing.
- Provides research for purchase requests, financial matters, City ordinances and policies.
- Assist in the coordination of special events, special projects, and writing grants.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

Knowledge of:

- Variety of office equipment, including computers, fax machines, copiers, phone systems, and calculators.
- Computer hardware and Microsoft Office applications, including the internet.
- Scheduling and program information.
- Filing systems.

Skills and Abilities (position requirements):

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public and sufficient to exchange or convey information and receive work direction.

- Follow written and verbal instructions.
- Perform data entry.
- Technical/research expertise and problem solving.
- Preparing professional correspondence and reports.
- Ability to work alone as well as part of a team.
- Ability to plan, organize and prioritize workload with numerous interruptions.
- Using office equipment and ordinance reference materials.
- Ability to maintain accurate and detailed records.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, kneel, crouch, reach, stand, move throughout City Hall, grasp and make repetitive motions.

ENTRY REQUIREMENTS

Required drug testing: Upon request of the City Administrator.

Other testing required: DCI background check.

HOURS OF WORK

Generally, 20 to 25 hours per week, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

WORK ENVIRONMENT

Most work takes place in an office setting performed at a computer or using other office equipment while seated with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Some outdoor work may be necessary for building/development permit applications and/or special projects. The noise level in the work environment is usually moderate. The likelihood of personal injury would be relatively slight. Work may involve frequent interaction with the public or frequent interruptions. Ongoing contact with the public in this setting always has the potential for dealing with difficult customers and the public when they have a complaint or question regarding city services.

CLASSIFICATION HISTORY:

The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.

4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

City Administrator

Date