

CITY OF BOULDER
CITY MANAGER'S OFFICE INTERN

DUTIES AND RESPONSIBILITIES:

- Works in a collaborative manner to foster teamwork while facilitating processes and projects requiring coordination within the City Manager's Office, across departments and the city organization.
- Works independently to research and analyze operational, administrative, and management issues; report findings of research or study to the City Manager or other staff and elected officials in writing and in person.
- Performs entry level program and process analysis, organizational and administrative field studies, and statistical analysis of research data.
- Acts as a liaison between the City and the community at City events.
- Attends weekly City Council Meetings, Study Sessions, and Management Team meetings as requested.
- Participates in the City Budget process.
- Maintains knowledge of City plans, policies, codes, community objectives and issues; maintains professional standards of continuous improvement.
- Edits staff reports and/or communication to Council such as Information Packets and Agenda Items.
- Pursues professional growth to attain the highest technical skills and knowledge of public administration.
- Other:
 - Optimizes the use of resources, adheres to department and City policies and procedures.
 - Performs related duties as required to meet the needs of the city.
 - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
 - Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduate of an accredited four-year college or university with major course work in a field related to Public or Business Administration, Political Science, social sciences or closely related field
- Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related degree
- Excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the City and the public in a positive and cooperative manner.
- Strong interpersonal skills including tact and courtesy.
- Knowledge of project management and process analysis principles.
- Administrative, planning, and organizational skills.
- Experience in research and report writing.
- Ability to handle confidential or sensitive information appropriately.

- Solid knowledge of computers and software applications including word processing, spreadsheets (Excel), email and Internet.
- Requires ability and willingness to work hours outside of Monday through Friday from 8 a.m. - 5 p.m.
- Valid Colorado driver's license. Have and maintain acceptable background information, including criminal conviction history, and motor vehicle record.

COMPENSATION/REPORTING

- \$36,000 per year (depending on qualifications)
- Full time, one year, fixed term salaried position (July 2015 – July 2016)
- Medical benefits provided as well as vacation and sick time
- No reimbursement for travel, relocation or housing stipend provided
- Reports to Mary Ann Weideman – Assistant City Manager