



City of Lake Oswego, Oregon

Job Description

ROBERT KINCAID PUBLIC ADMINISTRATION MEMORIAL INTERNSHIP

FLSA Status: Non-exempt

Salary Grade: NA

Union Representation: Non-represented

Job Code: NA

Summary

Analyze programs, processes, procedures or related business issues in order to identify and recommend solutions to management and organizational problems. The position will work closely with the City Manager and Assistant City Manager on a broad range of local government management issues including human resources management, budgeting, finance, and development, as well as the delivery of a wide range of services including utilities, library, parks and recreations, transportation and public safety.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Performs a variety of research, analysis and administrative studies related to department and/or city-wide special projects including policy development, organizational improvement, and cost-benefit/feasibility studies.
2. Where appropriate, develops and conducts training and exercises. Plans, develops and conducts public education and outreach necessary to accomplish program goals.
3. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Research and forecasting.
- Practices and principles of local government management.
- Project management principles.
- Knowledge of English grammar, spelling and usage.
- Working knowledge of basic mathematical and statistical principles.
- Personal computers and related software applications.

Skills and Abilities to:

- Conduct in-depth financial, policy and organizational analysis/research and prepare detailed reports.
- Effectively manage and evaluate programs and projects.

- Interpret and apply department/program information in making work decisions or in providing information to others.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is to be a high school graduate or possess a certificate of equivalency upon appointment and be a senior or graduate student in Public Administration and have a demonstrated interest in gaining experience and exposure to local government management; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver’s license and ability to meet the City’s driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This 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.