

Department of Administration and Finance Job Description

Position Purpose:

Performs responsible professional work for the Department of Administration and Finance

Essential Functions:

- Participates in all internship activities and events scheduled.
- Provides assistance to the Director and Staff of Administration and Finance.
- Assists other departments within the City as needed.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications

Education Training and Experience:

- Current student enrolled in an undergraduate or graduate program in good academic standing or recent graduate.
- Experience with government operations encouraged.
- Familiarity with budgeting and finance encouraged.

Knowledge, Ability, and Skill:

Knowledge of:

- General knowledge of principles of budgeting and finance.
- Correct English usage, grammar, spelling, and vocabulary.
- Basic research methods.
- Proficiency in Microsoft Word, Excel and PowerPoint.

Ability to:

- Adapt quickly to changing priorities and deadlines.
- Work independently.
- Speak and write effectively.
- Establish and maintain effective working relationships with staff.
- Communicate through various means, such as oral, written, visual, etc.
- Prioritize tasks and manage multiple short and long-term projects at one time.
- Have the aptitude to learn.

Skills:

- Organizational and time management skills.
- Strong interpersonal, written, and oral communication skills
- Attention to detail
- Demonstrate commitment to develop professional and interpersonal skills.

Physical Requirements:

Administrative work is performed in office conditions. Programs often take place outside and in

the community. Some programs are conducted in buildings shared with the School Department. The employee may be exposed to adverse seasonal weather conditions. The workload varies and is subject to seasonal changes and requires planning. The employee works occasional weekends and evenings.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of Administration and Finance Staff

Supervision Given: None

Job Environment:

- Some work is performed in an office setting, while other work is outdoors in the community.
- May be exposed to adverse seasonal weather conditions.
- Operates an automobile, computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with the community including residents, business owners, public, community organizations, local agencies.
- The employee has access to some confidential information.
- Errors in judgment could result in delay or loss of service, or adverse public relations.

Potential tangible project ideas

- Assist in the development of guidance documentation “how-to bulletins” for Financial and Procurement tasks
 - Opportunity for creativity
 - With guidance from supervisor
- Assistance with digital and file organization
 - Opportunity to take initiative on organizational approach
- Research related to grants, as well as state and federal funding opportunities
- Potential for assistance with grant applications or close outs.