



245 East Bonita Avenue
San Dimas, CA 91773-3002

ADMINISTRATIVE INTERN

Job Summary

Under general supervision, performs a variety of entry-level tasks in the area of City administration.

Representative Duties

- Assists with programs and projects related to general municipal administration.
- Prepares government reports and surveys.
- Assists in the purchasing and surplusizing of City equipment.
- Reviews City policies and procedures; recommends changes as needed.
- Prepares written reports, grant applications, correspondence, Resolutions and Proclamations.
- Attends meetings and workshops.
- Monitors and updates content of the City website.
- Monitors and analyzes State and Federal legislation.
- Writes articles for and coordinates the preparation of the City's newsletter.
- Performs related duties as required.

Organizational Relationship

The Administrative Intern is a part-time hourly position. This class receives assignments from and reports to the Assistant City Manager and Deputy City Clerk.

Desirable Qualifications

Knowledge of:

- General principles and practices of public organization and administration.
- General functions, operations, and objectives of municipal government.

Ability to:

- Prepare a variety of statistical, administrative or operational reports and summaries.
- Establish, maintain, and promote cooperative relationships with City staff and members of the general community.
- Communicate clearly and effectively both orally and in writing.
- Proficient with Microsoft Word, Excel and PowerPoint computer software.

Experience and Education

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: This is an entry-level position. No previous experience is required; however, computer experience is requisite.

Education: Graduation from high school or equivalent and college course works in public administration or a closely related field at an accredited college or university.

License

A current California State driver's license issued from the California Department of Motor Vehicles is required.