



Established Date: October 2023
FLSA: Non Exempt
Bargaining Group: Unrepresented

INTERN (\$15.50 – \$25.00/hr)

DEFINITION

Under direct supervision, provides staff assistance for a variety of general administrative or specialized technical projects in support of the objectives of the department to which assigned; participates in a structured on-the-job training program to gain experience in a public sector environment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no supervision.

CLASS CHARACTERISTICS

This classification exists as part of the Brentwood Internship Program to provide development opportunities and on the job training to current or recent students. Duties performed will vary in scope of activity depending on the assigned department but will be used as a learning and growth opportunity to help applicants enter, gain experience, and succeed in the workforce. Interns are at-will, limited service with employment up to six (6) months and no more than 1,000 hours in a fiscal year.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Participates in a structured on-the-job training program to gain experience in a public sector environment.
2. Performs a variety of fundamental duties in various divisions of the employing department.
3. Provides assistance in research projects, special reports, data collection, and programmatic problem solving.
4. Gathers, compiles, tabulates, and reports statistical data.
5. Acquires working knowledge of department practices, procedures, equipment, and organizational systems.
6. Responds to community inquires and complaints.
7. Coordinates special projects including community outreach projects or events.
8. Creates and updates resource materials to increase local community awareness, education, and support for City programs.
9. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic case management methods.
- Basic principles and practices of research, data collection, and report preparation.
- Basic principles and methods of math and statistics.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Gather and compile information from a variety of sources.
- Make accurate arithmetic and statistical computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand and carry out oral and written instructions.
- Organize work and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Enrollment in high school, two- or four-year degree program, Master's degree program OR very recent graduation from degree program (graduation must have occurred no greater than three months prior to placing an application for an internship).

Licenses and Certifications:

- Some internships may require prior education or certifications in the field of study.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

Working conditions vary by internship assignment.