



CITY OF MESQUITE
invites applications for the position of:

Graduate Intern - City Manager's Office

SALARY: \$17.14 Hourly

OPENING DATE: 07/14/20

CLOSING DATE: 07/24/20 04:00 PM

GENERAL SUMMARY:

To provide a variety of highly responsible administrative functions in the City Manager's Office, including coordination of special programs and projects, the development and preparation of studies and reports; assists in resolving citizen complaints and inquiries; and provides administrative support to the City Manager and the City Council.

You can search for this position's full job description [here](#).

SUPERVISION

- General supervision is provided by the Assistant to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
- Provide skilled, highly responsible administrative support to assist upper level administrative staff in the completion of their professional duties and responsibilities; participate in and take responsibility for special projects as assigned.
- Compose, prepare and review a variety of memoranda, correspondence, reports, statistical analysis, and documents as assigned; distribute reports for review as needed.
- Answer questions and provide information to the public; receive citizen and City Council complaints and questions and resolve or refer to appropriate City personnel.
- Provide highly responsible administrative support to City Council members and boards and commissions by doing research and developing materials.
- Design, write and coordinate preparation of informational materials, brochures, pamphlets, invitations and correspondence for distribution within the City and to other related external businesses and governmental agencies; including coordinating and completing various surveys.
- Communicate professionally, courteously, and effectively with other city employees, officials, and the public.
- Research and verify various information as assigned; assist in the review and evaluation of City and department policies and procedures; participate in the development of new policies and procedures.
- Drive to and from destinations as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

- Bachelor's degree in business administration, public administration or other related field and currently enrolled in a Master's degree program in public administration at an accredited university.

OR

- Bachelor's degree in business administration, public administration or other related field and recent graduate of a Master's degree program in public administration from an accredited university.

EXPERIENCE

- None required.

LICENSES AND CERTIFICATES

- Possession of a valid driver's license.

WORK SCHEDULE

- Flexible 20-25 hours per week; Monday - Friday between 8:00 a.m.-5:00 p.m., with some evenings and weekends as needed.

REQUIRED TESTING *(only if interviewed)*

- Word, Excel, Outlook PowerPoint, Customer Service *(testing could take up to approximately 1 1/2 hours)*

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

| Rare = 1 – 10% | Occasional = 11 – 33% | Frequent = 34 – 66% | Continuous = 67 – 100% | | |
|--------------------------------|-----------------------|---------------------|------------------------|----------|------------|
| Mark with an "X" | | | | | |
| Activity | Not at all | Rare | Occasional | Frequent | Continuous |
| Bend/Stoop | | | | X | |
| Twist at waist | | | | X | |
| Squat | | | | X | |
| Crawl | | | | X | |
| Climb | | | | X | |
| Reach above shoulder | | | | X | |
| Crouch | | | | X | |
| Kneel | | | | X | |
| Balance | | | | X | |
| Push/Pull | | | | X | |
| Work outside in all conditions | | X | | | |
| Work in confined spaces | X | | | | |
| Work at heights ≥ 3 feet | | | X | | |
| Operate Machinery | | | X | | |

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

| Lifting Activity | 1 – 10 lbs. | 11 – 24 lbs. | 25 – 50 lbs. | 51 – 100 lbs. | 101+ lbs. |
|------------------|-------------|--------------|--------------|---------------|-----------|
| Floor – Waist | | | | O | |
| Waist – Overhead | | | | O | |
| Carry | | | | O | |
| Push/Pull | | | | O | |

| Percent of time spent: | |
|------------------------|------------|
| Standing | <u>25%</u> |
| Sitting | <u>50%</u> |
| Walking | <u>25%</u> |

Mark choice with an "X":

Hearing acuity: N/A ___ Average X Low ___

Visual acuity: N/A ___ Average X Low ___

Manual dexterity: N/A ___ Average X Low ___

Applicants with disabilities meeting the job requirements and capable of performing the essential functions of the job, either on their own or with reasonable accommodations, are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmesquite.com>

Position #1301498
 GRADUATE INTERN - CITY MANAGER'S OFFICE
 CM

1515 N Galloway Ave
 Mesquite, TX 75149
 972-216-6218

careers@cityofmesquite.com

Graduate Intern - City Manager's Office Supplemental Questionnaire

- * 1. Select the option that best represents the highest level of education you have achieved.
- Less than High School completion
 - High School or GED equivalency
 - Technical or Community College attendance
 - Technical School completion
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Ph.D.
 - Juris Doctorate
- * 2. Identify your Bachelor's degree area of studies for the position of Graduate Intern-City Manager's Office.
- No Degree
 - Public Administration
 - Business Administration
 - Related field
 - Non-related field
- * 3. Are you currently enrolled in a Master's degree program in public administration from and accredited college or university?
- Yes
 - No
- * 4. Identify your Master's degree area of studies for the position of Graduate Intern-City Manager's Office.
- No Degree
 - Public Administration
 - Business Administration
 - Related field
 - Non-related field
- * 5. Do you have a valid driver's license?
- Yes
 - No
- * 6. **PLEASE READ CAREFULLY:** If you are a current City of Mesquite employee, have you been employed in your current position with the City of Mesquite for at least 3 months? Please indicate the option that best represents your current status.
- I am NOT a current City of Mesquite employee
 - I am a current seasonal employee with the City
 - Yes, I have been in my current City position as a full time or part time employee for at least 3 months
 - No, I have not been in my current City of Mesquite position as a full time or part time employee for 3 months
- * Required Question