

**CITY OF SALEM
INTERN**

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NATURE OF WORK

This is responsible staff work, usually of a project nature, involving research, analysis, communications, liaison, and other staff duties.

Work involves responsibility for determining project needs, performing research and analysis and developing recommendations. Work requires the exercise of judgment within the framework established by an administrative superior. Assignments are received in the form of general outlines or desired results and the incumbent is expected to develop methods to achieve these results. Supervision is received from an administrative superior, but the incumbent is expected to be able to work with little direct supervision. Supervision of other staff is not normally a requirement of this classification.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Participates in and conducts research and studies; prepares reports containing proposed solutions or courses of action.

Makes oral presentations.

Acts as staff member to a board or commission; prepares agendas; takes minutes.

Coordinates activities with affected City departments, employees, and/or public and private agencies.

Assists in development of policy and procedures manuals or other departmental manuals.

Performs related work as required.

WORK QUALIFICATIONS

Current standing as a graduate or undergraduate student at a college or university with major course work in public administration, business administration, or field related to area of project assignment; and any combination of training and experience which provides the following knowledges, skills, and abilities:

Knowledge of the principles, practices, and techniques of business and public administration.

Knowledge of area of assignments and some understanding of issues involved.

Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of original and secondary sources.

Ability to work independently and to schedule time effectively.

Ability to prepare written reports.

Ability to make effective oral presentations.

Ability to coordinate meetings and individuals and groups involved.

Ability to establish and maintain effective working relationships with employees, officials, and the public.

Personnel Director