

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT

|   |                                      |
|---|--------------------------------------|
| Job Title: College Intern I/II/III  | Job Code: CI                         |
| Department: Administrative Services   | Job Grade: NA                        |
| Revision Date: 06/04/15   | Fair Labor Standards Act: Non-Exempt |
| Wage Range: Level I - \$12.64 to \$15.36<br>Level II - \$14.66 to \$17.82<br>Level III - \$17.00 to \$20.66 | Approved: <b>06/04/15</b>            |
| Maximum Hours: 20 hours per week  |                                      |

### Position Overview

To perform a variety of administrative, technical and general support staff duties for an assigned department or division. This is a temporary part-time, training classification in which students with current enrollment in college with course work related to the area assigned can gain experience in assisting District staff in the performance of professional administrative or technical duties.

A College Intern I has no experience in and works under direct supervision typically in an operating department on general administrative duties or specific projects.

A College Intern II has little or no experience and works under direct supervision, usually in an operating department on general administrative duties or specific projects.

A College Intern III has knowledge and/or experience in general public administration or assigned area, is able to work under general supervision and has wider responsibilities, more difficult duties and a wider variety of tasks than a College Intern II.

### Supervision received and exercised

Receives general supervision from higher level staff as assigned.

### Essential Job Functions - Duties may include, but are not limited to, the following:

- Collect, summarize and analyze information and statistics on existing programs and services.
- Participate in organizational and procedural studies and the preparation of reports and manuals.
- Maintain applicable records and files, as assigned.
- Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures and services.
- Participate in the design of forms and the implementation of systems. Perform related work as required.

## College Intern I/II/III

- Learn and use various types of software to perform assigned tasks.
- Types correspondence, reports, memos, forms, specifications, and related material from rough drafts, corrected copy, organizes and sets up material to produce finished format; proofreads typed work.
- Receives and screens visitors and telephone calls, refers inquiries as appropriate; may provide factual information to the public or other District personnel; may make appointments, and dispatch service requests.
- Provide clerical support to assigned programs and departments.
- Classifies, indexes, files, logs, and locates a variety of materials according to established filing systems; sets up new files and removes outdated materials in files as necessary; maintains procedure, policy and other manuals.
- Work under the responsible charge of an engineer to perform calculations and prepare documents and reports.

### Minimum Qualifications

#### Knowledge of:

- Principles and practices of public administration.
- Principles of business and organizational structure.
- Effective methods of making oral and written reports and presentations.
- Research techniques, methods and procedures.

#### Ability to:

- Communicate effectively, orally and in writing.
- Work cooperatively and effectively with co-workers, other departments, outside agencies, elected officials and the general public.
- Interpret and apply policies, laws and rules; learn and apply pertinent federal, state and local law codes and regulations.
- Exhibit proficiency in use of modern office methods and enter and revise information on computer databases.
- Demonstrate proficiency in computer word processing; type at a speed necessary to successfully perform duties.
- Compile and maintain complex and extensive records to include statistical records.
- On a continuous basis, learn and understand all aspects of the job and department procedures; sit at desk or in meetings for long periods of time; review work papers and reports; identify and interpret technical and numerical information.
- On a continuous basis, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and operate a variety of office equipment; use personal computer.

## College Intern I/II/III

### Education/Experience:

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

### College Intern I:

Experience: None required

Education:

Equivalent to the completion the twelfth (12<sup>th</sup>) grade. Documented intent to enroll or current enrollment in college and continuing progress towards a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Engineering, Natural Sciences or a field related to area of assignment.

### College Intern II:

Experience: None required

Education:

One year of college and continuing progress (current enrollment) towards a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Engineering, Natural Sciences or a field related to area of assignment.

### College Intern III:

Experience: Two years as an Intern at SPMUD, and at least six months of analytical/research related duties or duties related to assigned area.

Education:

Two years of college and continuing progress (current enrollment) towards a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Engineering, Natural Sciences or a field related to area of assignment.

College Intern I/II/III

License or Certificate: Possession of, or ability to obtain, a valid California driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, finger, handle or feel and talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. The employee must be able to lift and or move up to 40 lbs. of computer and copy paper frequently.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.