

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	College Intern I/II/III	Department:	Technical Services
Department Head:	District Engineer or Admin Services Manager	FLSA:	Non-Exempt
Probationary Period:	N/A	Revision Date:	02/01/2020

Position Overview:

Under general direction, performs a variety of administrative, technical and general support staff duties for an assigned department or division. This is a temporary, part-time training classification not to exceed 12 months 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.

Education/Experience:

Any of the following combinations, in the tables below meet the minimum qualifications for education and experience for this position.

College Intern I

Education	Experience
Completion of high school / GED and must be enrolled in college and continuing to 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.	and None

College Intern II

Education	Experience
One (1) 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.	and None

College Intern III

Education	Experience
Two (2) 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.	Two thousand and eighty (2,080) and hours as a paid intern performing duties related to assigned area.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Class C Driver's License.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Collect, summarize and analyze information and statistics on existing programs and services.
2. Participate in organizational and procedural studies and the preparation of reports and manuals.
3. Maintain applicable records and files, as assigned.
4. Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures and services.
5. Participate in the design of forms and the implementation of systems. Perform related work as required.
6. Learn and use various types of software to perform assigned tasks.
7. 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.
8. 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.
9. Provide clerical support to assigned programs and departments.
10. 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.

11. Work under the responsible charge of an engineer to perform calculations and prepare documents and reports.

Knowledge and Abilities:Knowledge of:

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

Ability to:

1. Communicate effectively, orally and in writing.
2. Work cooperatively and effectively with co-workers, other departments, outside agencies, elected officials and the general public.
3. Interpret and apply policies, laws and rules; learn and apply pertinent federal, state and local law codes and regulations.
4. Exhibit proficiency in use of modern office methods and enter and revise information on computer databases.
5. Demonstrate proficiency in computer word processing; type at a speed necessary to successfully perform duties.
6. Compile and maintain complex and extensive records to include statistical records.
7. 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.

Physical Demands and Working Environment:

The physical demands described herein 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 job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-102.

- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. Ability to carry equipment for field work.
- e. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- f. Occasionally climb ramps or ladders.
- g. Occasionally work in adverse weather conditions with reasonable accommodations.
- h. Ability to drive a company vehicle off road in rough terrain.

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.