

## Management Intern Classification Description

Title: Town Manager's Office  
Management Intern

Department: Town Manager

**POSITION SUMMARY:** Provides a career development opportunity to gain quality experience working in local government, while making a direct impact in the community. This position typically works closely with the Assistant Town Manager or Assistant to the Town Manager, department heads, and participates in Town Manager's Office and departmental projects.

**ESSENTIAL FUNCTIONS:**

- Research, compile and analyze information pertaining to emerging issues as defined by the Town Manager or designated representative.
- Track, analyze and report on projects as assigned, including legislative issues. May recommend approaches for problem resolution based on analysis.
- Participate in the organization or coordination of Town events.
- Coordinate stakeholders on issues pertaining to the Town Manager's office.
- Engage Town residents in Town activities or projects.
- Participate in strategic and operational planning efforts.
- May work cross-departmentally as needed to assist in strategic planning items.
- Perform administrative work involving research, problem and dispute resolution, program or project management, statistical analyses, and preparation of reports and presentations.
- On occasion, may supervise other interns.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public administration and management.
- Ability to read, comprehend and interpret a wide variety of research literature, as well as finance and accounting reports.
- Ability to perform general, algebraic or statistical math calculations.
- Ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- Ability to establish and maintain effective working relationships with Town staff and public.
- Ability to manage multiple priorities.
- Skill in obtaining useful data and running statistical analyses.
- Skill in interpreting and organizing multiple sources of data or information.
- Skill in the exercise of initiative and independent analytical and evaluative judgment.
- Skill in making recommendations regarding policy development and implementation.
- Skill in the efficient use of Microsoft Office software, particularly Word, Excel, PowerPoint and Outlook.

**MINIMUM QUALIFICATIONS:**

- Currently enrolled in a University of Arizona graduate degree program in Public Administration, Public Policy, or a closely related field.
- Desire to participate in local government management.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed primarily in an indoor environment.