



CITY OF CHINO

Student Intern

Definition:

Under direct supervision, participates and receives training in a municipal government program by assisting in research activities in various fields such as redevelopment, finance, human resources, planning and general administration; and performs routine administrative work and related work as assigned.

Class Characteristics:

This is a multiple part-time position classification which may be utilized in various City departments. Incumbents in this classification learn and assist in conducting a variety of assignments. Typically Student Interns are undergraduate college students interested in pursuing a career in the public sector.

Essential Functions:

All Assignments

- Assist in performing research and analysis on administrative, fiscal, and operational matters as directed; draft reports to summarize findings.
- Assist in compiling data and preparing reports in accordance with direction given.
- Assist in the preparation and revision of manuals and other administrative materials.
- May respond to routine inquiries.
- Operate a variety of office equipment including a computer, may key data, perform file maintenance, and generate computer reports.
- May initiate or prepare correspondence in the performance of assigned tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Community Development Department

- Assist at the public counter; answer questions about City planning/zoning and development application procedures and requirements; and, respond to telephone inquiries regarding general planning information.
- Maintain the automated project tracking system.
- Research special planning issues and projects as assigned.
- Provide assistance to Associate Planner in development application review.
- Prepare new brochures and marketing materials; coordinate production of newsletters; assist in assembling presentation packets; and, photocopy and assist with bulk mailings.
- Create photo logs; and, conduct visual field surveys.
- Write press releases.
- Update the restaurant guide.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

All Assignments

- High School and/or G.E.D. (required).
- Current enrollment in college or university.

Experience:

- Relevant volunteer or work experience (highly desirable).

Knowledge, Skills, and Abilities:

All Assignments

- Knowledge of methods and techniques of research, report preparation, and general office procedures
- Ability to communicate clearly and concisely, both orally and in writing; operate a variety of office equipment including a computer; learn to research and prepare reports on a variety of subjects; establish and maintain effective relationships with the community at-large, the City Council and other public officials; understand and apply policies and procedures; learn to analyze situations through application of management principles and practices; deal constructively with conflict and develop effective resolutions; and, learn to coordinate activities with other City departments.

Special Requirements:

All Assignments

- Depending upon assignment, possess a California Driver License and a satisfactory driving record.
- Ability to utilize word processing, spreadsheet, database, and desktop publishing software (highly desirable).
- Satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.
- Work a flexible schedule beyond normal business hours, including evenings, weekends, and holidays, and travel independently through the Chino area.
- Be physically able to lift and move equipment upwards to 40 pounds as required.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Part-time/Temporary/Seasonal

Revised: 10/31/06

Replacing Student Intern classification specification dated 2/10/04.

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