



Town of Moraga Intern

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established:
Revised: March 7, 2014
Employee Group: Unrepresented; Limited Service (Temporary) Position
FLSA Status: Non-Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under direct supervision, the Intern position performs a variety of tasks in the field and/or office related to planning, public works/engineering, and/or general government activities.

Distinguishing Characteristics

This is a limited service position, which has a specific term or seasonal purpose.

Supervision Received and Exercised

Incumbents receive direct supervision from a supervisor, manager or director level position.

ESSENTIAL FUNCTIONS

- Responds to public inquires in person, by telephone and/or in writing.
- Conducts research on studies, reports and related information for decision-making process.
- Compiles comprehensive reports and related information for decision-making process.
- Prepares reports for decision-making process.
- Provides field surveys and public improvement inspections.
- Updates geographic information system (GIS) maps and performs drafting functions.
- Performs other related duties as required that may not be specifically listed in the job description but are within the general responsibility level associated with this class.

QUALIFICATIONS

Knowledge of:

- Public relations.
- Correct English usage.
- Basic research and statistical methods.
- Personal computers and computer software and systems.
- Computer applications, such as GIS and AutoCAD (as applicable).
- Planning, engineering, and public administration principles and practices (as applicable).

Ability to:

- Follow written and oral instructions.
- Communicate clearly both orally and in writing.
- Maintain accurate records.
- Operating office equipment.
- Lifting and manually transport field survey and inspection equipment.
- Work in a variety of weather conditions.
- Learn the policies, procedures and methods of the Town of Moraga.
- Meet and work effectively with the public and other Town employees.

Education and Experience

Education: Currently enrolled in, or graduated from, a four-year college or university pursuing a bachelor or masters degree in urban planning, landscape architecture, engineering or public administration or related field.

License or Certificate

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.