

POSITION ANNOUNCEMENT

May 12, 2009

Summer Administrative Intern
City of The Dalles, Oregon

Salary: \$13.50 per hour

Open until filled. Initial review of applications: Upon receipt

The City of The Dalles is currently recruiting for a Administrative Intern for the summer of 2009. This position is a twelve to sixteen week position. The position will be assigned to the City Manager's office for special projects and assignments.

Qualifications desired of candidates:

Candidates should be actively considering or pursuing a career in Local Public Administration. The City desires candidates who are currently enrolled, qualified to enroll or considering enrollment in a Masters of Public Administration program.

Desired knowledge, skills and abilities:

- Strong analytical and research skills,
- Ability to take simple and complicated tasks and develop work plans and execute those tasks within a reasonable timeline,
- Strong computer skills desired,
- Ability to effectively communicate both orally and in the written format including ability to write concise, clear reports as needed,
- Strong interpersonal skills and a desire to learn and be part of a public management team.

Duties and Responsibilities:

The successful candidate will be assigned to the City Manager's office to work on special projects. The intern will have the opportunity to attend City Council and other city meetings with and without the City Manager. As opportunities are presented the intern will perform projects and interface with other city departments as well as other public and non-profit organizations in the community. In addition to other special projects this position's primary project will be to identify funding sources for a variety of city and community partnership projects. Specific tasks of this project will include: Identify projects that need grant funding, identify grant sources, and submit grant/loan applications as directed. This will include extensive interface with those managing specific projects.

Other short-term special projects will come from the city manager's office as well as other city departments to provide employee additional experience and understanding of public administration and to provide value to the city and its current and future operations.

How to apply:

Applications must be submitted on City of The Dalles application forms along with a resume to the City of The Dalles at 313 Court Street, The Dalles, OR 97058. A release and waiver form must also be returned with the application. Forms can be located on the city website www.ci.the-dalles.or.us or by calling the City Clerk at 541-296-5481 Ext 1120.

This position is open until filled. The city is desirous to fill this position as soon as possible to maximize the number of weeks the intern can work during the summer months. Applicants are encouraged to apply immediately, as applications will be reviewed upon receipt.

The City of The Dalles is an equal opportunity employer.