



DATE: May 28, 2014

JOB OPENING

JOB TITLE: CITY MANAGEMENT INTERN (temporary part-time position)

DEPARTMENT/DIVISION: City Manager's Office

STARTING DATE: ASAP

INTERNSHIP DURATION: 20 – 25 hours per week, duration depends on candidate.

PURPOSE AND INTENT: To provide the Intern with a broad introduction to the function and role of the City Manager's office in a complex full service municipal organization.

ABOUT THE POSITION: The Intern will be assigned several tasks involving the daily activities of the City Manager's Office. The Intern will become familiar with the diverse operations of a full service City and the staff and managers who deliver those services to the City's nearly 80,000 residents and over 6,000 businesses.

The Intern will interact regularly with the City Manager, Assistant City Manager, and Assistant to the City Manager. The Intern will participate in various meetings, projects, and tasks involving daily operations as directed. The successful candidate should be prepared to participate in off-site meetings and other early morning and evening meetings including City Council meetings. Opportunities for professional development and project specific training may also be a possibility.

The Intern will be involved in the City's pursuit of the Georgetown University Energy Prize. The Intern will be expected to produce professional level results while in a mentoring atmosphere.

Additionally, the Intern will have the opportunity to serve 1 – 5 days in each of the City's nine other Departments (Central Services, City Clerk, Finance, Human Resources, Planning and Community Development, Public Services, Special Services, Police and Fire) as well as the 47th District Court, based on the candidate's area of interest.

HOURLY RATE: \$12.00 - \$15.00 per hour depending on qualifications
20 – 25 hours per week

SPECIAL TRAINING AND SKILLS: Excellent customer service skills and strong oral and written communications abilities are a must. The Intern will have experience using Word, Excel and PowerPoint. A valid State of Michigan driver's license is required. The successful candidate will have a demonstrated interest in Local Government Management, Planning or Energy and

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Environmental Sustainability through college coursework, involvement in professional or academic organizations, etc. Additionally, the successful candidate will be highly motivated, a self-starter, self-disciplined, innovative and eager to succeed.

EDUCATION: Enrolled in or recently graduated from an accredited Bachelor's or Master's program in Public Administration, Planning, Environmental Studies, Sustainability, Energy Policy, or equivalent combination of education and experience. *Undergraduate student candidates will need to further demonstrate their qualifications with two letters of recommendation.*

BASIC RESPONSIBILITIES: The Intern will be exposed to a diverse set of local government operations. The focus will be on those things that will make the Intern marketable by gaining experience in local government management and complement his or her coursework. Responsibilities will include professional duties and project-based assistance, gathering and organizing data for presentation, assisting in preparing and presenting written and oral reports, accompanying professional level employees on assignments, conducting interviews to obtain information for department use, contacting other City departments or outside agencies to request or give information and other related duties as assigned. The Intern may assist in front office operations, respond to public inquiries, greet the public and answer the department phone as needed.

Assignments serve to offer practical experience and broad exposure to the City's operational structure and may include legislative issues, municipal services and service delivery, budgeting, labor relations, event planning and execution, and many other workplace issues. This is not simply a job shadow internship. It will be expected that the Intern play an active role in the operations of the City Manager's Office. The ideal candidate will have a professional demeanor and the confidence to interact with the public, staff and elected officials at all levels.

HOW TO APPLY: Submit a City application, cover letter, resume, references, a list of public administration and related college coursework completed, and a writing sample to Human Resources Department, City of Farmington Hills, 31555 W. Eleven Mile Road, Farmington Hills, MI 48336. The City application is available on the website at www.fhgov.com.

Undergraduate applicants must also submit two letters of recommendation as described above.

Writing Sample: To meet the requirement above, submit a short essay (not to exceed two pages, single spaced) answering the following questions:

What are your goals for this internship? What role would this internship play in your career development and readiness? What specific interest, knowledge, and/or experiences in energy and environmental sustainability would you bring to this position?

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 p.m., WEDNESDAY, JUNE 18, 2014.

EQUAL OPPORTUNITY EMPLOYER