



CITY OF BROOK PARK POSITION DESCRIPTION

Class Title: **Intern (Unpaid)**
Department: Economic Development
Division:
Date: Fall 2023
Union: None
Location: City Hall

GENERAL PURPOSE

Undertakes a professional support internship designed to provide on-the-job training and experience to current undergraduate/graduate students or recent college graduates. Engages in various work assignments, projects, and activities, structured to enable the intern to gain the necessary knowledge, skills and abilities needed to perform at a non-professional or paraprofessional level, typically identified with a targeted non-exempt position. Receives training and mentorship in planning and carrying out activities and assignments.

SUPERVISION RECEIVED:

Works under the general supervision of the Economic Development Commissioner. Serves at the pleasure of the Mayor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides entry-level services, under supervision of more senior professional staff and/or faculty personnel, as appropriate to the day-to-day operating objectives of the unit.

Undertakes and/or participates in projects and programs designed to develop support skills appropriate to the needs of the organization.

Participates in the planning and implementation of unit projects and initiatives within area of expertise.

Interacts directly with colleagues, clientele, and/or other internal or external constituencies in the

planning of assignments and the resolution of day-to-day operational problems.
Receives guidance, training, and mentoring from professional personnel in planning and carrying out activities and assignments.

Performs miscellaneous job-related duties as assigned.

PERIPHERAL DUTIES

Assists other staff members as needed.

DESIRED MINIMUM QUALIFICATIONS

Student currently enrolled at an accredited university in a Bachelor's or Master's program, no previous experience required.

- (A) Proof which displays credits will be given by the academic institution for internship participation.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in the operation of the listed tools and equipment.
- (B) Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; spreadsheet, database, email and internet browser, motor vehicle; calculator; business calculator, phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field. Can be loud during construction or company site visits.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

APPLICATION PROCESS

A Please forward the application to the Human Resources Commissioner: Charles Rednour at CRednour@cityofbrookpark.com. Please include proof of the following:

- Current enrollment in an academic institution, such as course schedule.
- Proof which displays credits will be given by the academic institution for the internship participation.