



## MANAGEMENT INTERN

All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or handicap.

(Revised by L.H. - 2015)

# A B O U T   T H E MANAGEMENT INTERNSHIP

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## **The Internship**

The City of Olathe has a great opportunity for a committed, team oriented, and highly motivated MPA graduate (or student who has completed all MPA coursework) to join the City Manager's Office as a Management Intern. The duties and responsibilities of the Management Intern are designed to further prepare the incumbent for a successful career in local government. This is a full-time paid position.

## **ICMA Fellowship**

The Management Internship is an International City/County Management Association (ICMA) Local Government Management Fellowship. The ICMA Fellowship is a highly-competitive career development program designed to serve as a management apprenticeship for the nation's top MPA graduates and students. The hallmarks of the fellowship include: direct mentorship from senior local government managers, ongoing and regular support from ICMA staff, and exposure to a network of Fellows – past and present – from cities and counties across the country.

## **Position Summary**

The selected candidate will perform a variety of developmental-level professional administrative work, research, and analysis in support of the City Manager's Office. The work performed by the Management Intern will be highly visible and have a direct impact on the organization. Typical assignments/projects will involve public relations, civic education programs, internal/external committees, the operating and capital budget, legislative activities, and administrative tasks as requested.

The intern will gain exposure to innovative best practices in our award-winning organization, through a departmental rotations starting in the City Manager's Office, moving to a select operational department, and then rounding out the experience in the City's Budget Office. We believe that this type of rotational experience gives our intern a very good overall experience of local government and the challenges and opportunities that can be gained by various projects and experiences.

## **Requirements**

Requires a Master of Public Administration (or student who has completed all MPA coursework) or equivalent degree by July 1 and at least 6 months of related work experience. Related internships (paid or non-paid) will satisfy the experience requirement. The ideal candidate will have a general knowledge of municipal government operations and be proficient with Microsoft Word, Excel, Power Point, and related applications. Please see the job description on Page 7 for more detailed information.

# ABOUT THE CITY OF OLATHE, KANSAS

## Community Profile

With a population of approximately **136,000** and growing, Olathe is the second largest among the **21** communities in prosperous Johnson County and the fourth largest city in the state.

**Location:** On Interstate 35, 20 miles southwest of downtown Kansas City on the Oregon-California and Santa Fe Trail.

**City Government:** Council-City Manager form of city government with an elected mayor. Olathe is a recognized model for good government.

**Education:** 93% of the population age 25 and over possesses at least a high school degree and 45% of the population age 25 and over possesses a bachelor's degree or higher.

# ABOUT THE OLATHE MUNICIPAL GOVERNMENT

## CITY OF OLATHE VISION, VALUES, MISSION



*The City of Olathe plans for and provides public services to enhance the quality of life for our community*

By embracing these core values, employees of the City of Olathe are committed to serving the community with respect, accountability, initiative and integrity.

# A B O U T   T H E

## POSITION OF MANAGEMENT INTERN

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### Job Description

Under the direction of the Assistant City Manager, the Management Intern performs developmental-level professional work for the City Manager's Office and participates in and leads a variety of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities are designed to further prepare the incumbent for a successful career in local government.

### Routine Job Duties/Responsibilities

- Perform developmental-level professional administrative work, research, and analysis in support of the City Manager's office, and the Mayor and Council as directed.
- Interact regularly with personnel from other departments to ensure effective interdepartmental communication and maximize operational effectiveness.
- Respond to citizen inquiries/requests and resolve issues within assigned scope of responsibility in a timely manner; referring more complex issues to the Assistant City Manager for resolution.
- Assist with developing and implementing projects and programs impacting one or more City departments.
- Facilitate program for Olathe third graders to learn about local government.
- Act as staff advisor to the Olathe Teen Council.
- Assist with the Capital Improvement Plan (CIP) budgetary process by inputting data, performing appropriate analysis, and preparing necessary reports.
- Attend and participate in various organizational meetings and meetings of the City Council and Council sub-committees as directed.
- Perform other duties and responsibilities as assigned.

### Periodic Job Duties/Responsibilities

- May facilitate employee committee or ad hoc groups.

### Education/Experience

- Master's in Public Administration or equivalent
- At least six months of related work experience, related internships (paid or non-paid) are acceptable for experience requirement.

# A B O U T T H E POSITION OF MANAGEMENT INTERN

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## Job Description *cont.*

### Skills

- Ability to organize, direct, and coordinate projects and meetings
- Ability to handle confidential information in a sensitive manner
- Excellent oral and written communication skills
- Ability to handle multiple demands and competing priorities
- Ability to work independently after receiving initial guidance
- Basic mathematical skills
- Ability to analyze data using Microsoft Excel
- Ability to meet and deal tactfully with the general public, elected officials, vendors, employees, and citizens

### Knowledge

- General knowledge of municipal governments, city regulations/codes, and ordinances
- Proficiency with PCs and computer software and applications
- General operating knowledge of office equipment including photo copier, telephone, calculator, shredder, etc.

### License

- Valid Kansas Driver's License (within 30 days of appointment)

### Working Conditions

- Long periods of computer and office work
- Intermittent periods of standing and walking
- Ability to lift, carry, push, and pull up to 20 pounds
- Constant talking, hearing, concentration, judgment, and writing

**Note:** *This job description should not be construed to imply that these requirements are the exclusive standards of the position. Interns will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*

# A B O U T   T H E SALARY & BENEFITS

**Salary** • \$38,000 Annually

**Benefits**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance (\$10,000 life/\$10,000 accidental death and dismemberment policy)
- Deferred Compensation, with City match up to \$40 per pay period
- KPERs (Kansas Public Employees' Retirement System)
- 10.5 Paid Holidays per Year
- One Personal Day per Year
- Vacation: 2 weeks per Year
- Overtime pay for all hours worked in excess of 40 hours per week.
- A detailed description of benefits may be found on the City's website: [olatheks.org/HR/Benefits](http://olatheks.org/HR/Benefits).

## W H E R E   A R E   T H E Y   N O W ?

The Olathe Management Intern program is in its eleventh year. Past Interns have advanced their careers in local government in positions and communities around the country including:

**Shelby Teufel**, *Assistant City Administrator* | Pleasant Hill, Missouri

**Nick Woolery**, *Director of Strategic Initiatives* | Baytown, Texas

**Dylan Feik**, *City Manager* | Calistoga, California

**Amanda Kaufman**, *Assistant to the City Manager* | Marion, Iowa

**Jamie Shockley**, *Assistant City Manager* | Tonganoxie, Kansas

**Sarah Alig**, *Assistant to the City Administrator* | Woodbury, Minnesota

**Leslie Herring**, *Assistant to the City Manager* | Eudora, Kansas

**Craig Dudek**, *current Management Intern and ICMA Local Government Management Fellow*

**We welcome you to contact any or all of our past interns regarding their experience in our internship program.**

# A B O U T T H E RECRUITMENT PROCESS

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## Tentative Recruitment Schedule:

- Application Deadline: **January 30, 2017**
- Interviews: **February 13- 17, 2017**
- Select Final Candidate: **March 6, 2017**
- Candidate Starts: **June 5 - July 3, 2017**

## Contact Information

If you need additional information or have any questions, please contact:

**Susan Sherman**, *Assistant City Manager*

**Phone:** (913) 971-8700

**E-Mail:** [SSherman@olatheks.org](mailto:SSherman@olatheks.org)

**Human Resources**

**Phone:** (913) 971-8774

## How to Apply

Application packets available at the address/web site listed below. For consideration, you must submit **ALL** of the application materials listed below by **January 30, 2017**.

1. Cover Letter
2. Resume
3. Three Professional References
4. City of Olathe Employment Application

Post offer, pre-employment physical and drug test required.

**City of Olathe**

**Human Resources**

100 East Santa Fe  
Olathe, KS 66061

**[www.olatheks.org](http://www.olatheks.org)**

*The City of Olathe is an Equal Opportunity Employer.*