



March 1, 2022

Alexandra E. Higl  
Maxine Levin College of Urban Affairs  
Cleveland State University  
2121 Euclid Avenue  
Cleveland, Ohio 44115

Re: Summer Internship Opportunity

Dear Ms. Higl:

The City of Brooklyn is interested in securing an Undergraduate or Graduate Student from the Levin College of Urban Affairs to work in our Building Department this summer.

Attached you will find a job description for reference. The city will pay \$15 per hour for this position and will work a Monday thru Friday schedule up to 40 hours per week during the hours of 8:00 a.m. and 4:30 p.m., but we can be flexible with reduced hours and schedules.

We are currently working onsite at City Hall following all proper COVID-19 safety protocols outlined by the County Board of Health.

Please have any student interested send an electronic letter and resume by April 1, 2022 to [dneal@brooklynohio.gov](mailto:dneal@brooklynohio.gov). Should you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Katie Gallagher". The signature is fluid and cursive, with a long horizontal line extending to the right.

Katie Gallagher, Mayor

**MOVING FORWARD. TOGETHER.**

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# CITY OF BROOKLYN

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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|                        |                          |                              |                    |
|------------------------|--------------------------|------------------------------|--------------------|
| <b>Position Title:</b> | Summer Intern (Building) | <b>Employee Name:</b>        |                    |
| <b>Class Title:</b>    | Intern                   | <b>Class Number:</b>         | N/A                |
| <b>Dept./Div.:</b>     | Building                 | <b>Civil Service Status:</b> | Seasonal/Temporary |
| <b>Reports to:</b>     | Building Commissioner    | <b>FLSA Status:</b>          | Non-Exempt         |

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### **JOB RESPONSIBILITIES:**

Under direction of Building Commissioner, performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Building Department; assists Building Commissioner with the administration of the City's Exterior Maintenance Grant Program; etc.

### **QUALIFICATIONS:**

High school or GED equivalent preferably supplemented by, at a minimum, coursework in typing, computer operation, office practices and procedures; or equivalent combination of education, training, and experience necessary to perform essential functions of position. Must have valid driver's license and remain insurable under City insurance policy.

### **ESSENTIAL FUNCTIONS:** For purposes of 42 USC 12101:

- 80% 1. Assist in exterior property maintenance inspections of residential homes and yards and serves occasionally as the initial contact point for Building Department visitors and clients in order to present a friendly, helpful, and professional image to the public; greets visitors and callers promptly; responds to routine inquiries; directs visitors and callers to appropriate parties
- 10% 2. Performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Building Department (prepares outgoing mail; opens and distributes incoming mail; copies and faxes documents and replenishes paper; runs copier and postage reports; types correspondence and other documents; files records; processes receipts; accurately maintains records; etc.).
- 10% 3. Assists Building Commissioner and other Building Department staff with administration of City's Exterior Maintenance Grant Program (e.g., tracks all applications, creates a metric for scoring these applications, assists residents with obtaining contractor bids and other assistance programs, performs follow-up to ensure the projects were completed so funds can be distributed to residents participating in program; etc.)
- 4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 5. Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- 1. Performs other duties as required. (0-10%)
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## **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Certifications or licensure requirements as determined by the Building Commissioner; must have valid driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** (\* indicates developed after employment).

**Knowledge:** department practices and procedures; \* office practices and procedures; records management; English grammar and spelling; Microsoft Office products, with particular emphasis on Microsoft Excel. \*

**Skill in:** typing; data entry; computer operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries; resolve complaints.

## **EQUIPMENT USED:** The following are examples only and are not intended to be all inclusive.

Computers, calculator, printers, copy machine, fax machine/scanner, telephone, and other modern business office equipment.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public.

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

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(Date)

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