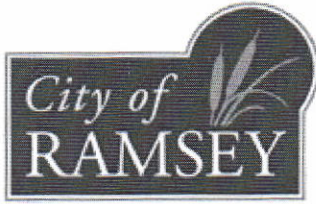


SCANNED

Administrative Intern

Class Code:
10001

Bargaining Unit: None

CITY OF RAMSEY
Established Date: Jan 24, 2018
Revision Date: Feb 19, 2019*Job Description*

SALARY RANGE

\$12.00 - \$14.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

The City of Ramsey is seeking an Administrative Intern to work with staff in facilitating and/or coordinating multiple ongoing City functions, projects, and events. The largest project is assisting with the City's annual Happy Days Festival to be held on Saturday, September 7, 2019.

This is a temporary internship working 40 hours per week, Monday - Friday / 8:00 a.m. to 4:30 p.m., beginning in late April to early May and running through approximately mid-September, depending on availability and workload. Work hours may vary depending on assigned projects and if the candidate is still attending school.

MINIMUM QUALIFICATIONS:

Qualified candidates must have all of the following to be considered:

- Must be at least 18 years of age
- Must have a valid unrestricted MN Driver's License with a good driving record
- Must be a current student pursuing a Bachelor's degree in Communications, Business Administration, Public Administration, Public Policy, Community Development, or related field; or a recent graduate looking to gain experience
- Must have intermediate Microsoft Office knowledge and skills
- Must have excellent written and verbal communication skills
- Must be able to accurately type at least forty (40) words per minute

- Must have the ability to provide excellent Customer Service

Desired Qualifications include:

- Previous experience handling multiple tasks and deadlines
- Previous customer service experience
- Previous event coordination/planning experience

RESPONSIBILITIES:

- Assist with planning, coordination, marketing, execution and evaluation of City events such as Happy Days, Business Appreciation Golf Tournament, and various grand opening/ground breaking events.
- Assist the Staff Liaison to the Happy Days Committee and serve as the project coordinator for the 2019 Happy Days Festival
- Assist with the interface/communication between the public and City Hall using various social media and web based applications
- Assist with the development of projects relating to the City's Communications Plan
- Provide effective customer service in a courteous and helpful manner
- Track departmental work schedules on various projects
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish effective working relationships with City staff, elected officials and the general public
- Knowledge of English - spelling, grammar, punctuation and vocabulary
- Ability to use computers including Microsoft Word and Excel
- Ability to communicate effectively, both orally and in writing
- Ability to maintain clear, accurate records of activities
- Ability to work with minimal supervision

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Sitting
- Standing
- Walking
- Carrying

- Handling Objects
- Repetitive Hand Motion
- Stationary desk or bench work

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Driving a City vehicle or personal vehicle