

NOTICE OF POSITION VACANCY
July 18, 2017

TITLE: Graduate Internship – City Hall (Limited Term)

COMPENSATION: \$10.00 per hour

JOB SUMMARY: The City of Grand Ledge is looking for a committed, team oriented, and highly-motivated MPA Graduate student (or related field) to join the Administration team at City Hall as a Graduate Intern. The position helps students gain exposure to innovative local government best practices and management techniques, designed to help further prepare the individual for a successful career in local government.

Under direct supervision of the City Administrator, and with direction from the Assistant City Administrator, City Treasurer / Finance Director, City Clerk, Deputy Treasurer, Public Service Director, Police Chief, Zoning Administrator, Building Official, and the Planning and Communications Coordinator, provides administrative and clerical support. Typical assignments/projects will involve assisting with developing and analyzing budgets, performing policy and program analysis, researching best practices and innovative programs, developing recommendations for consideration by senior management, assisting with public outreach and education initiatives, and participating in and/or leading a variety of special projects concerning organization-wide initiatives.

MINIMUM QUALIFICATIONS: Candidates must currently be enrolled in or recently graduated from an accredited college or university graduate program, with major coursework in Public Administration or related field. The ideal candidate will be able to demonstrate a passion for municipal government and a commitment to a career in public service. Ability to effectively communicate and exercise a high degree of diplomacy in dealing with the public, including contentious or confrontational situations. Must be able to set priorities, meet deadlines, and perform both complex and routine administrative work with speed and accuracy. Must have the ability to handle confidential information in a sensitive manner. Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and adapting to changes in work priorities. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, employees, and elected officials. Skill in accurately compiling and evaluating data, and preparing clear and accurate reports. Skill in the use of office equipment and technology, including computers and related software, and the ability to type, enter data and perform mathematical computations with speed and accuracy. Ability to maintain a high attention to detail and follow multi-step processes. A valid Michigan driver's license is required.

APPLICATION DEADLINE: Interested applicants should submit a completed application, cover letter, resume, and five professional references to Adam Smith, City Administrator at Asmith@cityofgrandledge.com, position open until filled.