CITY OF BURIEN, WASHINGTON JOB ANNOUNCEMENT

Title: Management Intern – Economic Development Department: City Manager's Office

Status: Temporary, Non-Benefited, Reports to: Economic Development Manager

FLSA Non-Exempt

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

The Management Intern will serve as a research and project manager on various economic development and/or community outreach efforts. The intern will also support efforts related to the implementation of the adopted Economic Development Goals and Actions.

Position Duration

This is a temporary, part-time position requiring 10-17 hours per week, June 1, 2016 through approximately November 30, 2016. Reasonable accommodation can be made to structure work hours in a manner which best fits the candidate's schedule.

Essential Functions

- Perform research and support to various programs.
- Prepare reports on work programs and various city activities and functions.
- Provide support to economic development and community engagement efforts.
- Additional duties as assigned.

Secondary Functions

• Attend public and advisory meetings as assigned.

Job Scope

The position involves frequent new and varied work situations with a moderate level of complexity. The Intern operates from broad directions and instructions with moderate supervision.

Interpersonal Contacts

Internally, contacts are usually with own department staff and supervisor. Externally, the Intern will have frequent contact with the public through face-to-face meetings, or by phone and via e-mail.

Specific Job Skills

Knowledge of:

- Report writing techniques.
- Research techniques.
- Commercial real estate.
- Project management skills.
- Behavioral characteristics, needs, and interests of target populations.

Ability to:

- Operate a computer and various office software applications, including website administration and social media.
- Work with and learn from different cultures.
- Independently and/or from general instructions, accurately compose and prepare various documents.
- Demonstrate tact and patience when dealing with the public.
- Demonstrate strong attention to detail.
- Meet deadlines.
- Maintain effective work relationships.
- Exercise discretion in confidential matters.
- Exercise individual initiative.
- Communicate effectively, both in writing and orally, including oral presentations.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

Mental Activities

Position requires continuous ability to read, speak, write and understand English; frequent interpersonal skills; occasional decision-making, independent judgment and/or action, teamwork, creativity; conduct presentations; and the ability to perform basic math.

Physical Activities

Position requires continuous talking and hearing; occasional walking, sitting, standing and bending; and rare fingering, reaching, and feeling. Incumbent must be able to push, pull, lift and carry 15 lbs.

Education and Experience

Graduate degree program enrollment OR a combination of education, training and experience that provides an equivalent background required to perform the duties of the position. Experience in marketing is preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Computer-related work is performed in the office with a moderate noise level. Some travel to and attendance at outside meetings is required. Work may occur indoors and outdoors. Ability to work a flexible schedule, including some evenings and weekends is required.

Adopted 042516