



City of Phoenix MANAGEMENT INTERN (Non-classified)

JOB CODE 05300

Effective Date: Rev. 05/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is perform municipal research and analytical work on an entry level professional basis involving the study of budget and administrative systems, policies and practices. Incumbents serve as regular staff members in the Budget and Research Department and receive assignments and work direction from the Budget and Research Director or senior Budget and Research staff members. Increased independence is given to the incumbent in the selection of approach and technique after acceptable evidence of satisfactory performance on the job.

ESSENTIAL FUNCTIONS:

- Performs entry level budget and program analysis, organizational and administrative field studies, and statistical analysis of research data;
- Reports findings of research or study to the Budget and Research Director, Deputy Budget and Research Director, or other executive staff and elected officials in writing and in person;
- Attends and serves as recording secretary for various administrative and citizen committee meetings, Council policy and subcommittee meetings and Council district forums;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, methods and practices of public administration, municipal finance, budgeting, accounting, and research techniques.

Ability to:



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- Communicate in the English language by phone or in person in one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- Perform arithmetic calculations (adding, subtracting, multiplying, dividing, using percentages, averages and statistics) rapidly and accurately.
- Work cooperatively with other City employees, elected officials, agents or other governmental entities and the general public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree plus completion of required course work for a master's degree in public or business administration or closely related field.