City of College Place
Job Description

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<tr>
<th>TITLE: Project Intern</th>
<th>REPORTS TO: City Administrator</th>
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<td>GRADE: Part-Time/Temp</td>
<td>SALARY RANGE: $12.00 an hour</td>
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Position Summary:

The Intern will learn valuable work skills under the direction of the City Administrator. The Intern will play a role in coordinating and facilitating City projects. They will be given the opportunity to interact with department heads and attend high level meetings, exposing them to the responsibilities of city departments, and current local government issues.

SUPERVISION RECEIVED:

Serves under the direction of the City Administrator.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage projects.
2. Research issues facing the City of College Place.
3. Draft reports detailing research.
4. Draft memos.
5. Attend meetings.
6. Make recommendations to City management staff.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Successful applicant must be a student currently enrolled in a college program.
Training:
Physical requirements—Must stand, walk, talk, and hear. Must be able to climb a ladder, crawl beneath things, and negotiate building sites on varied terrain in all kinds of weather. Must have the dexterity to type, file, write, and other tasks that require the hands.

KNOWLEDGE REQUIRED:
1. Correct English usage, grammar, spelling, punctuation and vocabulary.
2. Oral and written communication skills.
3. Public speaking techniques.
4. City organization, operations, policies and objectives.
5. Interpersonal skills using tact, patience and courtesy.

SKILLS/ABILITIES REQUIRED:
1. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
2. Conduct formal and informal meetings and make presentations.
3. Operate office equipment including computers and supporting word processing and spreadsheet applications.
4. Prepare clear and concise administrative reports.
5. Analyze situations accurately and adopt an effective course of action.
6. Initiate creative improvements and stimulate collaborative problem-solving.
7. Establish and maintain cooperative and effective working relationships with City employees and the general public.
8. Physical ability to perform the essential job functions.
9. Ability to meet timelines and schedules.

WORKING CONDITIONS:
Work is performed in an office or conference room setting as well as out-of-doors. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

LICENSE & OTHER REQUIREMENTS:
Valid State of Washington driver’s license.

How to Apply:
Application information is available at cpwa.us.

Please complete the City of College Place application and submit it along with your resume and cover letter to sdoering@cpwa.us. Please be sure to include the position title in the subject line of your email.

Note: If you are eligible for work-study, please indicate that in your cover letter.