



Town of Buchanan Job Description

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| Position Title: | Summer Intern |
| Reports To: | Town Administrator |
| Classification: | Regular Part-Time, Hourly |
| Pay Range: | \$10.00-\$12.00/hour |
| Hours: | 10-40 Hours per Week |

Purpose of Position: Under general direction of the Town Administrator, the Summer Intern position offers an advanced and unique learning experience in municipal government. The position works on and assists in completing duties and projects across a variety of departments within the Township. The goal of the position is to offer a comprehensive perspective of local government activities through participation. The position will have assist staff with general office activities such as communications and customer service, maintenance activities, and special projects as assigned.

This position is designed to provide general experience with municipal activities for an individual currently enrolled in or entering, post-secondary education and considering a career in Public Administration, Planning, Finance, Business Administration, Management, Human Resources or a closely related field.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function listed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assist the Town Administrator through the preparation of letters, responding to Town Board members inquiries, memorandums, research projects, legislative analysis, and handling special projects.
2. Provides administrative and maintenance support on various programs and/or services.
3. Provides courteous and responsive customer service to residents and businesses in person, via phone, and in written correspondence.
4. Other related duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions: Candidates must currently be enrolled in or preparing to enter post-secondary education at an accredited college or university with major coursework in Public Administration, Planning, Finance, Business Administration, Management, Human Resources or a closely related field. The

ideal candidate will be able to demonstrate a passion for municipal government and a commitment to a career in public service as well as the following:

- Must be familiar with Microsoft Office and internet applications.
- Have the ability to compose basic written communications.
- Ability to research data for the completion of tasks assigned.
- Ability to multi-task.
- Excellent customer service skills.

This is a temporary, part-time position that involves working between 10-40 hours/week (may be more or less dependent on budget condition). The work schedule is flexible to accommodate the student's schedule but will generally be during regular office hours (7:00am-4:00pm Monday to Thursday and 7:00am to Noon on Fridays); occasional evening hours may be required for meetings or other activities.

The internship will occur over the summer of 2022 for a period of no longer than 12 weeks with an estimated start date of June 6, 2022.

Physical Requirements/Working Conditions:

Indoor work is performed in an office environment. Some duties will be performed outdoors and interns should dress accordingly. The physical demands of the position may include lifting, stooping, reaching, and manipulation of heavy objects. Activities may take place in dusty, moist or humid conditions.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation and deadline pressures may cause discomfort and poses a limited risk of injury.

The Town of Buchanan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Revised: 5/12/21

Adopted by Town Board: 5/18/21