

South Jordan City

Job Description

Title: Management Analyst Intern
Org Code: 100100
Pay Grade: n/a \$18.00 - \$18.90 DOQ

Effective Date: 2/2/16
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of post-graduate administrative and technical research duties as needed to provide management support. Participate in special projects; conduct research; perform analysis and exercises independent judgment in a technical or professional field.

SUPERVISOR

Strategic Services Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. May schedule remote work hours with varying levels of supervision.

Provide comprehensive financial and technical support to elected officials, city manager's office, department directors, and division managers.

Collect pertinent information through research, audits, surveys, etc. Analyze information using statistics and spreadsheet calculations.

Present results through reports, graphs, spreadsheets, and charts.

Prepare various presentation mediums such as slides, graphs, spreadsheets, charts, etc.

Prepare and give oral presentations to the Leadership Council, elected officials, and the public as needed.

Work with consultants, city departments, and work teams to improve levels of service throughout the city.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Bachelor degree from an accredited college or university with major course work in public administration, business administration, economics, or finance.
 - AND
 - B. One (1) or more years of experience working in administrative or office setting.

2. Special Qualifications:

Preference for second year student, enrolled in Masters of Public Administration program, seeking internship to complete their degree program.

Must have the ability to attend City Council and other City events as needed.

3. Knowledge, Skills and Abilities:

Knowledge of economic, financial, and accounting principles and practices, and the analysis and reporting of such data.

Knowledge of municipal budgets and associated funds.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of arithmetic, algebra, statistics, and their applications. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Ability to operate a personal computer and Microsoft products. Moderate knowledge of spreadsheet programs to create reports for analysis and process improvement.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	9050/Intern Paid	EEO-4 Class:	Admin. Support
Location:	EXEC	EEOP Class:	Admin. Support
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	245