**Graduate Intern - City Manager's Office**

Salary: $17.14 Hourly

**GENERAL SUMMARY**

To provide a variety of highly responsible administrative functions in the City Manager's Office, including coordination of special programs and projects, the development and preparation of studies and reports; assists in resolving citizen complaints and inquiries; and provides administrative support to the City Manager and the City Council.  
  
*You can search for this position's full job description*[*here*](https://www.governmentjobs.com/careers/mesquitetx/classspecs)*.*  
  
**SUPERVISION**

General supervision is provided by the Assistant to the City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Provide skilled, highly responsible administrative support to assist upper level administrative staff in the completion of their professional duties and responsibilities; participate in and take responsibility for special projects as assigned.
3. Compose, prepare and review a variety of memoranda, correspondence, reports, statistical analysis, and documents as assigned; distribute reports for review as needed.
4. Answer questions and provide information to the public; receive citizen and City Council complaints and questions and resolve or refer to appropriate City personnel.
5. Provide highly responsible administrative support to City Council members and boards and commissions by doing research and developing materials.
6. Design, write and coordinate preparation of informational materials, brochures, pamphlets, invitations and correspondence for distribution within the City and to other related external businesses and governmental agencies, including coordinating and completing various surveys.
7. Communicate professionally, courteously, and effectively with other city employees, officials, and the public.
8. Research and verify various information as assigned; assist in the review and evaluation of City and department policies and procedures; participate in the development of new policies and procedures.
9. Drive to and from destinations as assigned.

**MINIMUM JOB REQUIREMENTS:**

**EDUCATION**

* Bachelor's degree in business administration, public administration or other related field.
* Must be currently enrolled in a master’s degree program in public administration at an accredited university.

OR

* Bachelor's degree in business administration, public administration or other related field.
* Must be a recent graduate of a master’s degree program in public administration from an accredited university.

**EXPERIENCE**

* No experience required.

**LICENSES AND CERTIFICATES**

* Possession of a valid driver's license.

**WORK SCHEDULE**

Flexible 20-30 hours per week; some evenings and weekends as needed.

**APPLY ONLINE AT: www.cityofmesquite.com**