

CITY OF ONTARIO

CLASS CODE 9013 GROUP 9
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL _____
EFFECTIVE DATE 10/1/88
SUPERSEDES _____

ADMINISTRATIVE INTERN II

DEFINITION

Administrative Interns are assigned to specific departments to provide staff assistance as necessary. Under supervision, completes a wide variety of routine to moderately complex administrative and technical assignments and research in various fields to obtain experience and training in public administration and technical disciplines.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists members of the management, professional and technical staff by performing administrative assignments; performs preliminary administrative analysis; analyzes budgets and prepares reports; gathers and tabulates data; reviews and summarizes publications and documents; responds to requests for information; provides GIS and computer technical support.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Equivalent to completion of two (2) years of college with major course work in public administration, business administration, political science, social science, computer science, law, accounting, geographic information systems, planning or related field; prior work experience;

Knowledge: knowledge of the basic principles and methods of public administration; knowledge of statistical and research methodology; knowledge of survey techniques; knowledge of effective public relations techniques;

Ability to: follow directions and make sound analyses and evaluations; work with minimum instruction and supervision; perform research, coordinate data, and prepare clear and comprehensive reports; prepare and evaluate statistical reports; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

License or Certificate: valid California driver's license.

Desirable: Current enrollment in upper division courses of a bachelor's degree program.