



CITY OF JERSEY VILLAGE  
JOB DESCRIPTION

CLASS TITLE: Management Intern  
DEPARTMENT: Administration  
DIVISION: City Manager's Office FLSA STATUS: Part-time, Non-Exempt

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**Description:**

The city management intern will work under the direction of the city manager. The intern will play a leading role in coordinating, facilitating, and managing city projects that require the involvement of multiple city departments. He or she will be given the opportunity to interact with department heads and attend high-level meetings, and to be exposed to the responsibilities of each department and current local government issues. The intern will also perform tasks and daily activities in support of the city manager's office. The intern's interests and goals will be taken into account for special projects.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Sample Projects this position will complete include, but are not limited to, the following:**

- Creation of a Community Rating System Plan
- Creation of a performance metrics dashboard and benchmarking
- Assist in the preparation and analysis of the annual budget
- Assist HR in the review and updating of job descriptions, job classifications and duties, and the on-boarding process

**REQUIRED QUALIFICATIONS:**

- Completed or working towards a Master's Degree in Public Administration, Government, or related field
- Excellent written and verbal communications skills
- Knowledge and experience with social media platforms
- Knowledge and experience with Microsoft Office Products
- Strong attention to detail and organizational skills
- Ability to prioritize, multi-task, and meet deadlines
- Sense of humor

**PHYSICAL REQUIREMENTS:** Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and attend some evening meetings. Must carry/lift/push or pull loads of up to 30 lbs.

**Position Details:**

This position will start Mid-May and run through Mid-August depending upon the schedule of the successful applicant(s). Estimated 16-24 hours of work each week. More than one position is available.

Pay is \$12 per hour.

**To Apply:**

All applicants must complete a City of Jersey Village job application, which can be found here: [http://ci.jersey-village.tx.us/upload/page/0021/docs/Application\\_for\\_Employment.pdf](http://ci.jersey-village.tx.us/upload/page/0021/docs/Application_for_Employment.pdf).

Applicants should also submit a cover letter and resume.