



City of Kansas City, Missouri Job Class Specification

Job Title: MUNICIPAL INTERN

Department: MULTI

Job Code: 1716

Status: NONEXEMPT

Grade: NE-1

Summary

This class is established to provide employment opportunities for students who are enrolled in an accredited college, university or trade school. This is training or entry-level work in an intern program which stresses professional development in an assigned area through orientation in municipal government and specific program activities and practical experience in many aspects of the assigned program. Specific instructions are received with all work assignments, and the intern is expected to learn and apply basic principles and practices of the profession and to perform increasingly difficult paraprofessional and professional work commensurate with the years of formal training and experience.

Duties and Responsibilities

- Works with professional employees in any one of several fields to assist supervisor with routine duties and to become familiar with operations of the department to which assigned and the techniques of the particular profession involved.
- Works with and observes techniques of forester, naturalist, landscape architect or other professional engaged in park management work such as supervising the care and maintenance of trees, participating in a natural science activity program, preparing plans and specifications for park site development projects and supervising the general operation and maintenance of municipal parks areas.
- Accompanies a social service worker in the field to become familiar with techniques involved in providing services relative to municipal parole work, counseling of social and domestic problems or community service work.
- Assists a professional planner in details of advanced and current planning or special project work and accompanies planner on field trips to learn steps involved in assembling social, economic, and other data for urban planning activities; may perform drafting duties and cartographic work to become familiar with plats and base maps.
- Performs a variety of routine tasks as assigned by a professional architect or engineer in order to become familiar with factors involved in preparing plans, drawings, and specifications for proposed public works and utility structures and systems; participates in the work of a survey, inspection, or core testing crew to learn operations involved in civil and sanitary engineering, land survey, design, planning, and construction.
- Performs a variety of elementary administrative research and investigative work as assigned by an administrative or technical superior in the field of municipal management; conducts surveys and collects data to be used in administrative, fiscal, budgetary, or procedural analysis; works under close technical guidance to become familiar with objectives of a positive and comprehensive environmental health program.

Duties and Responsibilities (continued)	<ul style="list-style-type: none"> ▪ Performs a variety of administrative research and analysis as assigned by a department head or a designated subordinate; conducts surveys and collects data to be used in administrative, fiscal, budgetary or procedural analysis; responds to citizen and council member requests for information; provides technical support to various committees and groups depending on the nature of the program; meets with members of the community on various issues. ▪ Performs related duties as required based on education and experience.
Technical Skills	<p>Working knowledge of: The principles and practices of public or business administration in the area of assignment. The theories, principles and practices of municipal organization and management.</p> <p>Some knowledge of: The fundamental principles and practices of the profession employed by department of assignment. Research techniques, methods, and procedures.</p> <p>Ability to: Analyze, interpret and submit oral and written reports on research findings. Make evaluations and recommendations involving complex and varied economic and human considerations. Organize, prepare and present effective oral and written reports. Establish and maintain effective working relationships with other interns, employees, municipal officials, and the public.</p>
Education and Experience Certificates/ Licenses/Special Requirements	<p>High school graduation or GED and enrollment in an accredited college, university or trade school.</p> <ul style="list-style-type: none"> ▪ Must pass a background check as prescribed by the City. ▪ May be required to possess a valid State –issued driver’s license in accordance with the City of KCMO policies. ▪ May be required to pass a preemployment drug screen.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision.
Created Revised	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> <p>4/73, 4/95, 5/96, 9/06, 2/19,8/2022, 5/2023</p>