



STUDENT INTERN III

CITY MANAGER'S OFFICE

City Manager's Office Student Intern III. The Intern will gain a general understanding of the various aspects of City government. The Intern may be trained and participate in the following activities throughout the City: research for Managed Competition; review of training materials; assist with projects in City Manager's Office and Managed Competition; and attend and contribute to meetings.

Qualifications: Have a Bachelor's degree, enrolled in a Masters of Public Administration Program and must possess a valid Texas Class C Driver's License.

ENGINEERING

Engineering Student Intern III. The Intern will gain a general understanding of the various aspects of civil engineering and the municipal environment. Additionally, the Intern will be provided with basic training in construction inspection of infrastructure and culture and leisure projects. The Intern may be trained and participate in the following activities: review of engineering plans; review of FEMA flood maps; input of data into the City's GIS system; in-field inspection of construction projects; conduct parking counts; conduct traffic turning counts; create accident/crash diagrams; assist in the design of engineering plans; and utilize the traffic or water modeling program to analyze projects.

Qualifications: Be enrolled in a Master's Degree program in a college or university, preferably with a major in Civil Engineering and must possess a valid Texas Class C Driver's License.

FINANCE

Finance Student Intern III. The Intern will be introduced and provide support to the Finance Operations in the following divisions: Accounting, Treasury, Purchasing, Utility Billing, Utility Meter Reading, Budget and Management Analysis, Internal Audit, and Risk Management. Duties may include but are not limited to: attend meetings on various topics; observe various Finance functions; assist in the assembly of budget documents and review for accuracy; interface with departmental representatives to review plans; determine budgetary needs - gather information, offer findings and recommendations; assist in preparing reports, graphs, charts and other illustrative materials on budget matters concerning findings and recommendations for review by upper management; assist in conducting needs assessments and making recommendations for re-engineering and automating processes of City operations - research, collect and analyze data; assist in reviewing performance measures and performing analysis to evaluate department's performance; enter documents to general ledger; prepare reports for external and internal entities; review accounts for accuracy; complete information requests for other departments; analyze, document and suggest improvements for accounting processes; assist in reconciling general ledger accounts and bank activity, entering daily cash activity, processing payments and fixed assets, and analyzing accounts; assist on special projects; and in preparing the documentation for City auction of surplus property.

Qualifications: Have a degree in Public or Business Administration, Economics, Finance, Accounting or a related field; be enrolled in a Master's Degree program in a college or university, knowledge of public sector budgeting and/or finance; experience in research and statistical analysis; ability to work with diverse groups; strong verbal and written communication skills; strong analytical skills; ability to work independently with little supervision and proficient in use of Microsoft Office® with emphasis in Excel®.

FIRE

Emergency Management Intern III. Part-time (8-20 hours per week) contract employee in the Fire Department's Emergency Management Section will be introduced to a variety of Emergency Management activities. Position will be responsible for reviewing and updating the City's Emergency Operations Plan (EOP) and associated annexes. Other duties may include, but are not limited to: attending various EM meetings (local and regional); updating City's Emergency Management website; interfacing with various City department representatives and area Emergency Management personnel; and interfacing and responding with Fire Department personnel in matters relating to the Emergency Management function.

Qualifications: Graduation from college or university with Emergency Management degree: must be enrolled in or recently graduated from an Emergency Management graduate program and have experience with the State's requirements for updating the City's EOP and related annexes; must have the ability to collaborate with diverse groups of City personnel; have strong verbal and written communication skills; and have the ability to work independently with limited direct supervision.

LIBRARY

Reference Desk and Collections Student Intern III. Part-time (30 hours/week) contract employee to work the reference desk and perform collection development tasks. The Information Services Intern will be introduced to library information services in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: provide assistance and information to patrons with respect to library facilities, activities, rules and services; assist and instruct patrons in the use of reference sources including the reference collection, online catalog, electronic databases, and internet resources; provide reader advisory service to children, teenagers or adults; provide referrals to other sources of information; evaluate, select, and weed print, media and electronic materials for the collection using reviews and taking public demand into consideration; may provide customer service in a language other than English; coordinate or prepare special exhibits; schedule the meeting rooms for library and public use; communicate effectively to patrons and co-workers both orally and written; prepare written and oral reports including conclusions and recommendations and perform other duties as assigned.

Qualifications: Graduate Student in the School of Library/Information Science at either University of North Texas or Texas Woman's University; basic knowledge of common microcomputer programs for word processing, spreadsheet, email, and calendar preparation; ability to work in a stressful environment. Preference may be given to candidates who are fluent in Spanish, have previous bookstore or library experience, and/or provide own transportation between libraries.

Library Operations Student Intern III. Part-time (20 hours/week) contract employee to plan library programs for preschoolers. The Library Intern will be introduced to Library Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: plan weekly preschool programs - selecting age appropriate materials and activities; plan and implement ideas to promote program attendance; set up programming room for programs; present weekly scheduled preschool programs; clean up programming area after program completion; and evaluate program effectiveness.

Qualifications: Be enrolled in a graduate program; knowledge of preschool ages and stages; knowledge of quality, age-appropriate books, music, activities, etc.; knowledge of components of quality children's programs; and successful experience working with preschoolers.

MARKETING SERVICES

Marketing Student Intern III. The Intern will be utilized as a part time (10-20 hours/week) contract employee to assist with strategic business plan priorities. The Intern will be introduced to Marketing and Communication Operations in the City, and will be trained and participate in the following activities: prepare content for City website and social media, including researching, writing, editing text; selecting and sizing graphics and photos, and working with content management system to post items online; researching, writing, and distributing press releases, and updating media contacts as necessary; assisting with marketing initiatives for City Departments as needed, which may include work on the City's "Leisure Connections" magazine, utility bill insert and other event or issue-related campaigns; and assist with preparations and promotions for the City's Centennial events and annual Festival at the Switchyard.

Qualifications: Be enrolled in a college or university with course work in marketing, communications, public relations, journalism, parks and recreation, library studies, public administration or other related field. Must be detail-oriented with strong written and verbal communication skills, and comfortable working in teams as well as individually. Experience or other internships a plus, but not required.

PARKS & RECREATION

Administration Student Intern III. Part-time (10 hours/week) contract employee to perform administrative duties and work on Strategic Business Plan priorities. The Intern will be introduced to Parks & Recreation Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: learn research, planning, presentation and organizational skills as they relate to the development and implementation of Parks & Recreation policies and procedures; be responsible for planning discussions, process development and special projects; submit research and development to Parks and Recreation staff for approval; interact appropriately with management level staff, as well as other departments, as collaborating within the City is an extremely important part for creating a sustainable program; learn about the administration of the department; assist the Leisure Services Manager in policy and procedure research and development as identified in the department's Strategic Business Plan; and will be assigned a "special project" for the department that will require research, development and implementation.

Qualifications: Be enrolled in a college or university as a graduate student with course work in recreation, leisure studies, sports management, public administration, political science or a related field preferred. Must be detail-oriented with strong written and verbal communication skills.

Museum Collection Care Student Inter III. The Intern will gain a general understanding of the various aspects of operating a historic house museum in a municipal environment. The Intern will learn research, planning, presentation and organizational skills as they relate to the management and preservation of the collection. Under the supervision of the Curator, the Intern will be responsible for assisting with the general care of objects in the collection; including numbering, cataloging, basic cleaning, housing, completing condition reports, creating digital images, conducting research and data entry into the Past Perfect collection management software. They will be trained and participate in the following: basic collection care and management, leading tours and programs, attend Leisure Services/Parks and Recreation meetings, and assist in all aspects of the museum's daily operations.

Qualifications: Be enrolled in a college or university as a graduate student with course work in history, museum studies, education or a related field preferred. Be detail-oriented with strong written and verbal communication skills.

Museum Education Intern III. The Intern will gain a general understanding of the various aspects of operating a historic house museum in a municipal environment. The Intern will learn research, planning, presentation and organizational skills as they relate to the development and implementation of museum educational programs. They will be responsible for planning discussions, selecting activities, and gathering resources for activities. The Intern will be trained and participate in the following: basic museum operations, giving tours, attend monthly Leisure Services meetings, Museum staff meetings; research, develop and lead museum programming for children, adults and families; create advertising for upcoming programs; will assist with developing and conducting participant surveys.

Qualifications: Be enrolled in a college or university as graduate student with course work in history, museum studies, education or a related field preferred. Be detail-oriented with strong written and verbal communication skills.

POLICE

Police Victim Advocate Student Intern III. Part-time (10 hours/week) contract employee will attain and demonstrate an understanding of Victims' Services by working with victims of violent crime in a Police Department Setting. The Intern will ensure that the rights and needs of victims are assessed, will help the Victim Advocate Supervisor by developing case histories, acquiring information and with referrals, and might be exposed to traumatic situations through domestic violence cases, etc. The Intern may be trained and participate in the following activities: screening crime reports for violent offenses to determine appropriate assistance needed by victims; mailing appropriate referral letters to crime victims offering referrals and assistance; providing follow-up contact either by phone or in person with crime victims to offer support and assistance in accessing community resources; logging all contacts made with crime victims and other governmental and social service agencies into the computer and on contact sheets; updating status of cases in the database; reporting all incidents of child abuse and elderly abuse to appropriate governmental protective and regulatory agencies; providing on-site crisis intervention to family violence victims, highly traumatized victims and witnesses of crime; and assisting family violence victims with obtaining protective orders and emergency shelter.

Qualifications: Completed Bachelor's degree from an accredited college/university and currently enrolled in a Graduate level program; Texas Class C Driver's License; Possess one year of Victims Service experience; knowledge of Penal Code and Code of Criminal Procedure regarding Family Violence; knowledge of requirements for Emergency Orders of Protection; knowledge of and ability to recognize signs of domestic violence; ability to evaluate the needs of victims; knowledge of local social services network; and must be available to work nights and weekends, as needed.

PUBLIC WORKS/WATER UTILITIES

Water Conservation Intern III. The Intern will report to the Water Utilities Manager and support the City's water conservation goals by developing, coordinating, implementing and monitoring City water conservation programs. This includes being responsible for ensuring the City's programs are consistent with City, Regional and State requirements and regulations. The position assists in planning and implementation of programs and events, compiling and analyzing data regarding the City's conservation programs, as well as leading the marketing of water management and conservation programs for residential, commercial and industrial customers. The Intern will perform onsite audits, inspections, and studies on facilities in all sectors; organize and lead team efforts to implement water use management and conservation programs; represent the City at local, regional and state conservation activities and committees; monitor federal, state and local requirements and regulations; collect, analyze and report on compliance of conservation programs and activities; make recommendations for new or enhanced programs based on findings; participate in the development of water conservation related material for distribution to schools, businesses and residential water users; serve as a resource to the community and government organizations regarding water management and conservation programs; implement special projects and other duties as assigned by the Manager; follow-up on implementation of water conservation measures and establish metrics to evaluate the efficacy of conservation programs and reporting protocols; coordinate the City's participation in regional water conservation activities and represent the City at a regional level; develop, monitor and coordinate conservation programs specific to the needs of the water service area; perform community education and outreach activities; and other duties as assigned.

Qualifications: Must possess Bachelor's Degree in related field or have equivalent combination of education, experience and training that provides the required knowledge, skills and abilities; possess a valid Class C driver's license; be skilled in Microsoft Office and in dealing with public relations and conducting public presentations; thorough knowledge of all pertinent federal, state and local regulations as they pertain to Public Works / Water Utilities ; able to work with interruptions; organize and prioritize work, maintain a steady workflow and meets deadlines with little supervision; knowledgeable in providing GIS support on mapping and databases, including experience in coordinating and organizing project activities and providing information and/or service to others, water and wastewater procedures and practices, as well as in xeriscape design and native drought tolerant plants; and effective oral and written communication skills.