

STUDENT INTERN – COMMUNITY DEVELOPMENT

FLSA Status: N

Class Code: Non-bargaining

Updated: 03/15/2021

CLASS SUMMARY

This is sub-professional work in a student work study program in conjunction with a college or university degree program. An employee in this class performs work in support of department personnel as part of a coordinated program of employment and instruction, with a concentration on duties relevant to the student's degree program or personal interest and department to which assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Receives and responds to inquiries from the public, project applicants, developers, architects, engineers, real estate professionals, attorneys, property owners, other government agency representatives, City consultants, and other City staff regarding the development review process, forms, fees, procedures, and the status of an application; contacts development applicants to convey and request information.

Researches and compiles information on a variety of planning issues from multiple sources. Prepares maps, charts, and tables of limited complexity.

Performs routine office tasks including data entry, software management, copying, and answering customer inquiries.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must establish and maintain effective working relationships with superiors, other city employees, school officials, community groups and organizations, and the general public.

May perform other related duties as assigned.

Must follow and comply with City rules and policies, and must have regular, reliable, and punctual attendance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

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Work is frequently performed both indoors in a television studio environment, and outdoors at various production site locations. Work requires sitting and standing for long periods of time, walking, stooping, kneeling, climbing stairs, lifting and carrying objects weighing up to 50 pounds, reaching with hands and arms in front of body and overhead, using hands and fingers to operate video production equipment. Work occasionally exposes employee to electromagnetic radiation, extreme weather conditions and to risk of electrical shock.

MINIMUM QUALIFICATIONS

Currently enrolled at an accredited college or university while pursuing an undergraduate or graduate level degree.

Knowledge of appropriate business English and spelling.

Knowledge of modern telephone and office equipment, practices, and procedures.

Knowledge of City government practices and procedures in general and specific to the unit to which assigned.

Skill in operation of office equipment, including personal computers and various software applications.

Some knowledge of City services, departmental questions, and organization.

Ability to make decisions in accordance with established policies and procedures.

Ability to make accurate mathematical calculations.

Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.

Ability to handle sometimes irate persons or callers in a calm, professional manner.

Ability to establish and maintain effective working relationships with City officials, employees, and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

Valid State of Ohio Driver's License