

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Administration/Budget Intern
VACANCY DATE: April 2017
STIPEND: \$2,500
CLOSING DATE: Open Until Filled

JOB DESCRIPTION

GENERAL DESCRIPTION:

Interns are expected to exercise independent judgement in solving most problems and work under the general supervision of the Finance Director. Hours can be flexible so that it is accommodating a class schedule.

ESSENTIAL JOB FUNCTIONS:

1. City-wide Fee Schedule: Coordinate the drafting of the City's first city-wide fee schedule for City Commission approval during the budget process.
2. Management Report: Convert the current monthly management reports from Directors to the City Manager on the status of projects and department initiatives. Currently, these reports are provided by each Director in a different format, while the goal would be to have a consistent format and can be aligned with the projects from the City's newly adopted Strategic Plan.
3. Assist in the re-design and implementation of new budget pages that takes advantage of technology more efficiently while streamlining the processes from budget entry to publication of the Budget Document.
4. Other analytical/research and support of the City Manager and Finance Department.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES.

- Knowledge of clerical and general office methods including, office terminology, procedures, routines, account and file maintenance.
- Knowledge of basic public administration terminology and principals.
- Ability to apply such knowledge to work problems.
- Ability to perform work on a computer, and to enter, access and retrieve data from various software programs, in particular Microsoft word and excel.
- Ability to understand and follow written and oral instructions.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

EDUCATION AND EXPERIENCE:

Bachelors Degree in Public Administration, Public Policy, Finance, Accounting, Business Administration and or related field.

Currently enrolled in an accredited MS/MA program, preferably a MPA program.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieves information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)