



Village of East Dundee Job Description

Job Overview			
Job Title	Management Intern – Graduate-Level		
Department	Administration		
Location	120 Barrington Avenue – Village Hall		
Reports To	Management Analyst		
Position Details			
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Number of Hours Worked per Week: 16-24	
<input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Intern	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt
General Description			
<p>The Village seeks a graduate-level Management Intern who is willing to pursue a 1.5-year commitment in this executive-level internship. The Management Intern will assist in the general administration of local government through special projects and assignments and reports to the Management Analyst.</p>			
Duties & Responsibilities			
<ul style="list-style-type: none"> • Manages and coordinates various routine and special projects as assigned, including general research, data analysis, report writing, and may present the results and recommendations to the Village Administrator and/or other audiences; • Assists with the Village’s public communication/marketing efforts; • Assists with the development and maintenance of the Village’s website and other information platforms the Village deems appropriate to ensure an efficient, effective, and user-friendly information source; • Assists with the Village’s social media presence to include regular monitoring, posting, and timely response to citizens’ questions or concerns; • May prepare reports, research, letters, memos, emails, and other documents and may present results to various audiences as needed; • Assists with the development of, and update of, surveys, newsletters, informational brochures, messages, videos, and presentations for distribution to the public; • Assists with the planning, coordination, and promotion of Village-sponsored events; • Assists the Administrative Services Director with the coordination and execution of various tasks; • Assists in compiling records & research as required by any party regarding Freedom of Information (FOIA) requests, public hearings, or similar procedures; • Provides public information services and customer service in-person, by telephone, or by email. This includes answering telephones, collecting various cash receipting payments, and performing various other general office-related tasks; • Follows Village and department safety rules and practices; • Performs other related duties, tasks, and responsibilities, as assigned. 			
Education & Training			
<p>Candidate must be currently enrolled/pursuing a Master of Public Administration degree from an accredited college/university, which is a condition of employment.</p>			



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Knowledge & Experience	
<ul style="list-style-type: none"> • Knowledge of personal computer operations and related software, including spreadsheets, word processing and databases; • Customer service skills; 	
Skills & Abilities	
<p>The successful candidate must be a minimum of 18 years old. Must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. This position requires a high-level of integrity in dealing with confidential and sensitive information. Represent the Village in a positive and professional fashion to the public and other community stakeholders. The successful candidate must be able to meet and establish priorities, meet deadlines, exercise good judgement, and work independently as well as part of a team in a small office environment. Excellent internal and external customer service is a must.</p>	
Licenses & Certifications	
<p>Possession of an appropriate, valid Illinois driver’s license, in good standing.</p>	
Working Conditions	
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may regularly work in outside weather conditions during inspections of various properties throughout the Village. The employee may be exposed to moving mechanical parts and high, precarious places, wet and/or humid conditions, fumes and/or airborne particles. The employee may work in areas with uneven surfaces and steep grades. The noise level in the work environment is usually moderate to loud in the field.</p>
Physical Demand	<p>Physical: the physical requirements 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear, stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. Hand-eye coordination is necessary to operate computers and various pieces of equipment. The employee must occasionally lift and/or move more than 25-100 pounds.</p> <p>Vision: the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, and hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.</p> <p>Hearing: Hear in the normal audio range with or without correction.</p>



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Shift/Hours Worked	The weekly work schedule is normally, Monday through Friday, 8:00 a.m. – 4:00 p.m., but may be altered or extended in the event of meeting, event, emergency, or workload. Work may be required on some Saturdays, Sundays, and/or holidays. A remote/hybrid work schedule may be an option.
Salary Range	\$18 per hour; approximately 16-24 hours per week.
Benefits	N/A
Other	N/A

Acknowledgment

I acknowledge that I have read the job description and requirements for the position.

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Applicant/Employee Name

Applicant/Employee Signature

Date

The Village of East Dundee is an Equal Opportunity Employer

Job descriptions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. Nothing contained within this job description shall be deemed to create a vested contractual right for any employee nor to limit the power to modify this document. Management has the right to add or change these duties of the position at any time.