

Plano Draft LGMF Work Plan

- Budget documentation preparation
- Manage City's Dashboard (see website for more information) to track, analyze and report performance measures; work with other departments
- Visiting other departments (such as: Economic Development, Legal, Engineering, Public Works, Finance, Libraries, Parks, Fire, Police, HR, Neighborhood Services)
- Updating Policies
- Grant Research and Writing
- Award recognition research and submittals
- Attend city council meetings
- Mentorship by Director of Policy and Government Relations and Deputy City Manager
- Participation in leadership team meetings
- Work with Marketing Department to assist with varied online programs
- Participate in selection process for next Management Fellow
- Attend metroplex utility, telecom, and transportation meetings
- Perform other duties as assigned

BASIC FUNCTION: The Management Intern is responsible for working on special projects by researching, analyzing, and providing reports and/or presentations developed from research and analysis.

PRINCIPAL RESPONSIBILITIES:

1. Collects, compiles, and analyzes data from various sources for a variety of topics related to assigned project and prepares reports.
2. Assists professional staff with the development, implementation, evaluation, and improvement of new and existing programs by providing administrative support for completion of special projects.
3. May conduct surveys related to assigned area to obtain and analyze data and prepare summary reports.
4. Attends meetings related to assigned projects which may include City Council meetings, planning sessions, staff meetings, committee or commission meetings, and other to observe the decision-making process in municipal government.
5. Prepares reports and/or presentations regarding the status or completion of assigned projects. May be required to describe current issues, identify an appropriate methodology to address issues, research applicable data, analyze and interpret data, identify and recommend alternatives, and summarize and/or present findings.
6. May respond to citizen requests for information electronically or in person.

TYPICAL DECISIONS: The incumbent must prioritize multiple tasks and projects to timely meet deadlines for milestones and project completion; evaluate potential research sources and determine appropriate data sources and methodology; identify potential problems and recommend solutions; and

decide appropriate ways to compile and present status reports and findings.

MINIMUM QUALIFICATIONS:

Knowledge: Requires basic knowledge of the principles, practices, and methods of public administration gained through course work. Requires basic knowledge of budgeting and research techniques gained through course work. Requires working knowledge of standard office equipment and software used for word documents, spreadsheets, electronic mail, and presentations.

Skills: Requires ability to research, collect, analyze, compile, and present data and reports regarding work or project assigned. Requires effective verbal and written communication skills including presentation; ability to effectively multi-task and coordinate with others to accomplish tasks; and operate a standard office computer and equipment.

Education: At hire, requires enrollment in or recent completion of a Bachelor's, Master's, or Doctor of Philosophy degree program in Public Administration or a related field at an accredited college or university.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.