

Post Graduate Public Administration Intern-Town Government

Job Summary:

Under the direct supervision of the Town Administrator, the Post Graduate Public Administration Intern will assist in managing and coordinating the activities of all town department heads and town departments as delegated by the Town Administrator. The intern will review personnel policies and provide recommendation to the Town Administrator as personnel issues arise. The intern will fully participate in the budget preparation process and produce analysis and recommendations as requested by the Town Administrator. The intern will help with coordination of daily activities within the town offices.

Essential Position Functions:

Assist in the preparation of the Fiscal Year 2018-2019 annual budget with presentation at the Annual Town meeting

Working with the Town Administrator, the Department of Revenue and the Town's Legal representative review warrant articles for legal compliance

Review all functional departments and make recommendations in efficient operations and for alignment with town objectives

Draft proposed SMART goals with all department heads

Monitors budget vs. expenditures and alert the Town Administrator to variances

Attend at least one meeting of all commissions, task forces, departments with continued attendance and focus on zoning, planning and advisory budget committee meetings

Assists in the creation of the Town Administrator's report bi-weekly

Review all contracts pertaining to outside professionals and technical work

Review towns welfare plans and state and federal welfare requirements

Attends MMANH meetings, conferences and seeks our continued education in areas of Human Resources and Accounting becoming familiar with State and Federal employment law and GAAP

Position Requirements:

Master's in public administration or relevant field of study

Participation in MMANH and ICMA (immediately upon acceptance of internship)

Skills and Knowledge required:

Ability to recognize town-wide priorities and work cooperatively to support their accomplishment

Ability to conceptualize and operationalize goals, and objectives for the town

Ability to analyze complex data

Ability to develop relevant plans, programs and recommendations

Leadership, strategic planning, management, organizational and supervisory skills

Technical writing and financial management aptitude

Ability to effectively communicate with various audiences including elected officials and the general public

Knowledge of statutes, bylaws, regulations, codes, policies and procedures relevant to town administration

Ability to speak and present publicly

Advanced Computer Skills and high level of proficiency with Microsoft Suite of products

Preferred experience with Cyber Security, Electronic Storage and Server Management, and Proprietary Software

Physical Abilities and Environmental Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential function.

Minimal physical effort is generally required in performing duties under typical office conditions however the intern will be required to exert occasional moderate physical effort when reviewing town infrastructure including roads, buildings, bridges, etc., construction sites, winter maintenance effectiveness, etc. As such the intern needs the ability to maneuver uneven terrain during all types of weather conditions. The position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

Note: The Town of Barrington consists of several functional areas, including, Administration, Planning and Zoning, Police, Fire, Solid Waste, Public Works, Recreation. The successful candidate will be a motivated individual who learns quickly and is comfortable working in a fast-paced environment. Applicants must have prior experience using Microsoft Excel and/or Google Sheets. Prior experience in government and/or an office setting is a plus, but not a requirement.

Internship will be compensated at \$15-\$18 per worked hour based upon experience-40 hour work week Sept. 2018 to April 2019

This Post Graduate internship is not benefits eligible

To Apply: Please send cover letter, resume, and completed application to barringtonpai@gmail.com