

City of Fort Worth, Texas Job Description

Classification Title:	Intern		
Job Code:	PT5400	Job Family:	Part-time
Pay Grade:	n/a	Date Created:	08/05/2017
FLSA Status:	Nonexempt	Date Revised:	05/16/2023

GENERAL SUMMARY

Performs a variety of duties and provides general support of assigned section/division in the City of Fort Worth; works under close supervision from the Department staff members.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists with the development, implementation, evaluation, and improvement of new and existing programs by providing administrative and/or technical support for completion of special projects.
2. Collects, compiles, and analyzes data from various sources to create reports and other informational documents for a multitude of public policy, public administration, or departmental specific policy-based subjects or issues.
3. Attends meetings related to assigned projects which may include City Council meetings, planning sessions, staff meetings, committee or commission meetings, and others to observe the decision-making process in municipal government.
4. Prepares reports and/or presentations regarding the status or completion of assigned projects; describes current issues, identifies and appropriate methodology to address issues, researches applicable data, analyzes and interprets data, identifies and recommends alternatives, and summarizes and/or presents findings.
5. May conduct surveys related to assigned area to obtain data; compiles and assists with analyzing data and preparing summary reports.
6. Responds to internal and external customer inquiries in a timely manner; informs Department staff if complaints are received by customer.
7. Creates and maintains files, spreadsheets, and databases; prepares summary reports as required.
8. Completes assigned tasks in a timely manner and maintains communication with Department staff on assignments.
9. Attends and composes minutes of meetings as required.
10. Performs other related duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of work product and services in assigned area of responsibility.
 - Methods and techniques of research, data collection and analysis.
 - Methods and techniques of basic report writing.
 - Office equipment including computer and supporting word processing and spreadsheet applications.
 - Methods and techniques of needs assessment to develop and deliver a specialized program or service deliverables.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform technical and analytical tasks in support of assigned tasks.
 - Interpret and apply City policies, procedures, rules and regulations.
 - Conduct research, service delivery surveys and studies.
 - Ensure compliance with federal, state and city guidelines.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Operate human resources information system utilized by the city.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Working towards a specialization in a vocational field, High School, Associate's, Bachelor's, Master's or Doctorate's degree from an accredited college or university with major course work in a related field of study and no previous work experience is required.

OTHER REQUIREMENTS

The incumbent must be enrolled in a formal course of vocational or college related field of study and cannot be in the position longer than 12 months.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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 may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.