



City of Pacific Grove  
Established Date: 12/18/2013

## INTERN

**SUMMARY:** Under close supervision, performs a variety of research and analysis projects.

**ESSENTIAL FUNCTIONS:** *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of research projects; duties may vary according to job assignment.
- Researches issues, gathers and analyzes data, and interprets information for assigned projects.
- Identifies issues, options, and projected outcomes, and develops recommendations.
- Prepares and presents written and verbal reports.
- Assist constituents with obtaining information and responding to their concerns; administrative tasks, including answering phones and preparing reports and memos.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent AND two years of administrative and computer experience; OR an equivalent combination of education, training, and experience. Associate's Degree or Bachelor's Degree is preferred and may be required for some job assignments.

#### Knowledge of:

- City policies and procedures.
- Methods and techniques of researching and compiling data for reports and presentations.
- Business computers and standard software applications.

#### Skill in:

- Researching and compiling data, analyzing results, and writing reports
- Analyzing issues, evaluating alternatives, and developing recommendations.
- Following verbal and written instructions and procedures.
- Computer office suite and the use of other equipment, as needed.

### LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment; some field work may be required.