

City of Stockton

Established:	6/10/08
Resolution:	CC08-0214
Spec Adopted:	8/1/08
CS Status:	Unclassified
Unit:	Not applicable
FLSA Status:	Non-Exempt

ECONOMIC DEVELOPMENT INTERN
(Part-time)

DEFINITION

Under direction, provides basic technical and administrative assistance to City staff as part of the City of Stockton's Internship Program (COSIP). Assignments involve research, basic analysis, conducting studies, and assisting with the preparation of presentations and reports in order to provide hands-on experience related to academic field of study. Performs other duties as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform the more routine administrative support and duties while learning City policies and procedures and specific techniques related to City economic development and/or redevelopment programs and projects. As experience is gained, assignments become more diversified and are performed under more general supervision. Students accepted into COSIP must meet the requirements and comply with the conditions set forth in the related Internship Agreement and Memorandum of Understanding. Upon completion of graduation requirements with a minimum 3.0 Grade Point Average (GPA), completion of one year or more of continuous service, and successfully passing an examination, interns in this program will have an opportunity to compete for regular, full-time employment related to their field of academic study. Internship positions will end 120 days after completion of graduation requirements.

PRINCIPAL DUTIES (Illustrative only)

1. Performs routine administrative support duties related to the implementation of varied economic and/or redevelopment programs and projects.
2. Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to departmental programs and projects.
3. Conducts research regarding economic conditions and trends in the local area.
4. Prepares a variety of written and oral progress and special reports.
5. Monitors legislation and developments related to economic development and/or redevelopment matters.
6. Utilizes computer applications to assist with analytical studies and department projects.

MINIMUM QUALIFICATIONS

Education/Experience:

Current enrollment or accepted for enrollment as a degree seeking student in an accredited higher education institution with major coursework in business or public administration, urban planning, economics, or a closely related field. Students must be in good academic standing

with the educational institute and enrolled in a minimum of six (6) semester or nine (9) quarter units with a minimum 3.0 GPA.

Other Requirements:

- Students must maintain a minimum 3.0 GPA for continued employment.
- Internships are valid for one (1) academic year and must be renewed each year.
- Students must meet COSIP requirements to be eligible to compete for regular, full-time employment after graduation.
- Specified positions may require a California Class C driver's license.

Knowledge of:

- Basic use of word processing and personal computers;
- Internet and e-mail;
- Common research and/or statistical practices and techniques.

Skill in:

- Analyzing complex issues and problems, evaluating alternatives, and recommending practical solutions;
- Preparing clear, concise, and accurate reports, correspondence, and other written materials;
- Providing attention to detail.

APPROVED:

Original signed by

DIANNA R. GARCIA
DIRECTOR OF HUMAN RESOURCES

DATE: August 1, 2008