



## Midpeninsula Regional Open Space District

### INTERN

#### **DEFINITION**

Under close supervision, incumbents in this classification assist with a wide variety of tasks and activities, as required by the departmental assignment; and perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Under close supervision, incumbents assist with administrative, specialized, professional, paraprofessional and/or technical activities.

#### **CLASS CHARACTERISTICS**

The purpose of the intern position is to provide an opportunity for incumbents to gain experience working in an office or field environment and learn about district functions by performing a variety of administrative, professional, and/or functional support tasks related to the program area. Duties are defined by the various departments to which the incumbent is assigned. Fieldwork may be required depending on the position.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Perform a wide variety of administrative, operational, functional, and technical assignments to assist departments and to receive on-the-job exposure.
- Draft and edit internal and external communications, including memos, reports, environmental review documentation, and presentations.
- Develop maps, charts, displays, presentations, graphics, and brochures.
- Support the planning and execution of agency events, workshops, public engagement activities or community outreach programs.
- Research, write, and present reports and recommendations on a variety of topics.
- Participate in conducting studies and analyses involving assigned programs and functions concerning policies, practices, procedures, natural resources, historic/cultural resources, financial resources, facilities, proposals, staffing, new programs and projects, effectiveness of programs, and planning.
- Collect, compile, describe, organize, analyze, interpret, and present data and information related to area of assignment.
- Perform a variety of clerical or technical tasks in support of department assigned to including answering phones and assisting the public, data entry, proofreading, filing, collating materials, and maintaining a variety of records.
- Uses a computer to perform job related tasks, input and maintain records, and/or conduct research as needed.
- Conduct field surveys and research.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Research and report preparation methods and procedures.
- Modern office procedures, methods and computer software and hardware (i.e. Microsoft Office Suite; Excel, Word, PowerPoint, Outlook).
- Principles of the specific career field applicable to the work assignment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Proper usage of personal protective equipment (PPE).

### **Ability to:**

- Learn basic principles of local government management and public administration.
- Follow policies, procedures and instructions.
- Learn and understand the organization and operation of the assigned department.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare clear and concise reports.
- Use computer hardware, software applications, and related peripheral equipment.
- Proofread and detect errors in typing, spelling, grammar, and punctuation.
- Apply course work in the specific career field to assigned duties.
- Plan and organize work to meet schedules and deadlines.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and cooperative working relationships.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Current enrollment in an Associates, Bachelor's, master's degree program, or trade school in [relevant field] or a recent graduate. Internships are open to applications from current students or recent graduates (within the last 12 months).

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer or other devices such as iPads which are often used in field work and data collection; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Fieldwork may be required depending on the position. Fieldwork is conducted in rural or mountainous Midpen open space areas, which may involve working alone in wild land areas and traversing rough, difficult terrain sometimes with poison oak and dense vegetation. Field work will require driving in remote areas on dirt roads in 4x4 vehicles, using multi-frequency radios, working in temperatures ranging from cold and blustery to hot and dry. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees working in the field may occasionally be exposed to loud noise levels, cold and blustery to hot and dry temperatures, inclement weather conditions, or road hazards.

**WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays. May work remotely during limited day(s) based on a schedule approved by management.

EFFECTIVE: May 2024  
REVISED: N/A  
FLSA: Non-Exempt