**Graduate Internship Program-Public Administration**

**(Future City Manager Training Academy)**

**Internship Job Title:** City Management Intern

**Employer:** City of Kyle

**Nature of Business:** Municipal Government

**Address:**  100 W. Center St. Kyle, TX 78640

**Contact Person:** Scott Sellers

 **Title:**  City Manager

**Phone:**  512-262-1010

**Fax:**  512-262-3987

**Email:** ssellers@cityofkyle.com

**Brief introduction:** *Assuming you’re not interested in being in college forever and have aspirations of putting all that knowledge to work to pay back the bank, government or your parents for your wonderful education, this internship might be for you. If accepted, you’ll be**working under general direction of Kyle’s superstar city manager, you’ll perform various duties, including: municipal research, study budget and administrative systems, policies and practices, and analyze financial and operating activities and procedures on an entry level professional basis, investigate best practices as identified in magazines, online, and other sources. In your spare time you’ll valuate findings and assist in preparing specific financial and management reports. You’ll also receive work assignments from the budget staff. Increased independence is given to the incumbent in the selection of approach and technique after acceptable evidence of satisfactory performance on the job. Exercises no supervision.*

**Objective:**

The City of Kyle’s Future City Manager Training Academy will truly test your ability to traverse the gauntlet of administrative duties and responsibilities faced by city managers on a daily basis. Successful candidates will demonstrate the ability to multitask, communicate, turn untrusting publics into staunch allies, and create unparalleled teamwork across a diverse workforce while maintaining an ear-to-ear smile and ulta-positive attitude while fostering a winning team spirit.

**Description:**

The City of Kyle Future City Manager Training Academy seeks to attract exceptional men and women from different social, economic, cultural backgrounds and academic disciplines. Since we are the “government” and we are here to help, it would be nice if you were interested in a career in local government as well, and specifically following a track towards being a city manager or city department head.

If this is you, you could be offered an internship you can use towards completing your master’s degree in public administration, business administration or related field and who are interested in a career in local government.

Once accepted, you’ll be part of a program designed to develop and train innovative people in the public administration function of local government. Interns have the opportunity to observe and participate firsthand in the efforts of the City to resolve some of its most pressing issues.

Each intern is provided with the opportunity to work in the City Manager’s Office and other departments as well. During your internship you will encounter a variety of municipal government management systems and gain exposure to many of the issues faced by the City Manager’s office. You will be exposed to important issues, improvement initiatives, and new approaches and directions. Interns will be involved with administrative and citizens’ committees and attend City Council and management meetings as deemed appropriate.

Interns will also have the opportunity to meet and network with local government professionals and/or business professionals. In observing certain processes will allow the intern to develop a comprehensive understanding of the issues, challenges and rewards of a career in City Management.

**Minimum Qualifications:**

**Required:**

* **Minimally,** you must be currently completing coursework towards a master’s degree in public administration, business administration or related field status and meet minimum GPA requirements. Applicants should possess an interest in government service, and provide documentation of leadership, interpersonal skills, and participation in team projects.
* **Preferably,** you are rocking the grades and have high expectations for yourself and your future, ideally in a government setting. You are a leader among leaders, play well with others, and dig team projects.
* You’ll need a valid Class 'C' Texas Driver's License because we ain’t coming to get you.
* You can multi-task, get stuff done on time, and get said stuff done correctly without overuse of caffeine and sugar products.
* We’ll need and expect you to be able to hit the ground running, so you’ll need to know your way around the basic principles, methods, and practices of public administration, municipal finance, budgeting, accounting, and research techniques.
* -You have a working knowledge of computer software and hardware applications.
* You have the ability to communicate by phone, email, text, snap chat, smoke signals, telegraph, semaphore, or other means, or even in person and/or in one-to-one or group setting.
* You can analyze problems and make recommends toward a solution to management, preferably without the use of a lifeline, phone a friend, or ask the audience.
* You’ll be expected to assist in the preparation of budgets and to use basic accounting systems.
* You play well with others, including other City employees, elected officials, agents or other governmental entities and the general public.

**Desired:** Since you are working toward your Master’s Degree, it would be best if you already had a Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration or a related field.

You’ve made it this far, so obviously we’ve got your attention. Keep reading for the boring HR stuff below that you’ll probably want to know before sending in your application.

**Duties/Responsibilities:**

-Conducts budget and program analysis, organizational and administrative field studies, and statistical analysis of research data.

-Assist with drafting ordinances and resolutions.

-Analyzes, researches, and monitors various financial and management reports.

-May handle phone inquiries regarding information concerning various programs from other departments.

-May be asked to attend or serve on various administrative and citizen committee meetings and City subcommittee meetings.

-Monitors work processes of assigned departments to improve operations, while providing value added customer service.

-Performs related duties and fulfills responsibilities as required.

-Completes special projects as assigned.

**PHYSICAL REQUIREMENTS:**

*Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard; typewriter and basic office equipment. Subject to sitting, standing, bending and twisting to perform the essential functions. Working conditions are in an office environment.*

**Through the City’s internship program an intern can:**

Possibly earn college credits and invaluable experience.

Explore personal interests and goals in City Management.

Enhancement on your resume and expand your Professional Network.

Apply, challenge and develop your intellect and knowledge base.