

TOWNSHIP OF UPPER ST. CLAIR
1820 McLaughlin Run Road
Upper St. Clair, PA 15241
412.831.9000

JOB TITLE: LOCAL GOVERNMENT ADMINISTRATIVE INTERN

DEPARTMENT: ADMINISTRATION

Length of Professional Services Contract:

Typically: 4 months to 1 year
Modified: Spring, Summer or Fall Semester(s)

Typically: Monday thru Friday 8:00 AM – 4:00 PM
Modified: Three (3) to Five (5) days a week with times adjusted to accommodate class schedule.

Compensation Rate: -\$10.00 - \$12.00 per hour

Description of Responsibilities Include:

Providing assistance in the administration of Municipal and Human Resource Services for a full service Home Rule Community. The Intern reports to the Assistant Township Manager, who will incorporate the needs of the Township with the learning objectives of the Intern, to provide a comprehensive mutually beneficial Internship program.

Specific Responsibilities Include:

- Conducting research, data collection, and analysis to prepare communications, reports and other written or visual material.
- Analyzing existing benefit policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.
- Preparing a variety of material and reports that may consist of but not limited to PowerPoint, public, and graphic presentations.
- Preparing recommendations regarding proposals for programs and for decision-making purposes. This material may also consist of creating brochures, flyers, and news releases.
- Preparing drafts of resolutions, ordinances, contracts, and administrative policies.
- Coordinating with the Assistant Township Manager Grant research, data collection, and preparation of communications, reports, and other written or visual material needed for submitting successful Grant applications.

- Drafting confidential information to inform employees of benefit programs such as insurance plans, pension plan, paid time off, and special employer sponsored activities.
- Assisting with confidential administrative tasks involving personnel, budgeting, and facilities.
- Answering central telephone system and directing incoming calls.
- Coordinating with other departments and agencies as needed.
- Maintaining effective working relationships with employees, supervisors, other departments, officials and the public.

Necessary Qualifications, Skills and Abilities:

- Desired education level: those nearing completion of their bachelor's degree; those having graduated from a college or university with a degree in public administration, political science, business management, or a closely related field; and those enrolled or recently graduated from a masters program with public administration emphasis.
- Strong interest in municipal government administration.
- Ability to express thoughts clearly through oral and written communication.
- Excellent computer competency.
- Ability to prepare and analyze comprehensive reports.

Tools and Equipment Used:

Requires frequent use of computer, including word processing and spreadsheet programs, calculator, telephone system, copier and fax machine.

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

Selection Process Includes:

- Application
- Resume
- Rating of education, experience, and Local Government emphasis
- Interview(s)
- Reference check

If interested in applying, please visit www.twpusc.org for detailed information on the Township's employment procedure.

Please note: The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude related or logical assignments.

This work description does not constitute an employment Agreement.