

TOWN OF HAYDEN

JOB DESCRIPTION

Intern Town of Hayden

General Statement of Duties: Responsible for assistance with projects as assigned by Town Manager/Town department heads.

Supervision Received: Works under the general guidance and direction of Town Manager.

Fundamental Job Duties and Responsibilities: The following examples are intended to be illustrative and are not intended to be all inclusive.

Essential Functions

- Performs a wide variety of functions to help facilitate the operations of the Town.
- Helps administration department prepare various meeting agendas and materials.
- Assists with public inquiries, complaints and concerns in a tactful, timely and effective manner.
- Researches and prepares varied projects and reports; presents findings and makes recommendations to Town Manager/department head; works with Town staff to assure that projects are implemented.
- Attends Town of Hayden meetings with Town Manager at federal, state, and other local government/private meetings; Town Council meetings are required which are twice per month generally from 7-10pm.
- Attends a wide variety of professional and public meetings with supervisor/s.
- Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Will help form a new Town youth commission for supporting a culture that values collaboration, creativity, entrepreneurship, and inclusiveness with the youth in the Hayden community.
- Reinforces a “can do” and positive customer service attitude.
- Energetic, flexible and willing to work under pressure.
- “Team Spirit” and ability to multi-task, plus a sense of humor.
- Performs related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Excellent computer skills in all aspects of Microsoft office.
- Willingness to “get the job done” and be willing to jump in on any project from typing up reports, event help, to parks work.
- Super positive attitude and team player.

Skills Sought:

- Preparing and presenting written and oral reports.
- Project management (school projects do count towards requirement; examples would be projects that were outside the normal course of school work).

Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Explain and interpret drafted reports.
- Establish realistic goals and priorities and attain them.
- Maintain effective working relationships with Town staff.
- Learn and retain technical and complex information, terminology, policies and procedures.
- Maintain composure under difficult situations.
- Communicate in a tactful and courteous manner in face-to-face, one-on-one settings, group settings, telephonically, electronically and in writing.
- Prepare and present ideas and findings clearly and concisely in written and oral form.
- Work well independently and with others to establish and attain objectives.
- Work safely without presenting a direct threat to self or others.
- Organizes work and manages time effectively.

Required Physical Capabilities: Essential duties include exposure to a variety of work areas, including extended periods of sitting and use of standard desktop office equipment.

- Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice, visual acuity sufficient to safely operate passenger vehicles in traffic, ability to operate office machines, review work products, strength and manual dexterity to file and retrieve files, reach, handle and grasp standard office equipment requiring continuous or repetitive arm-hand movements; standing or bending to perform filing, occasional lifting and carrying objects no heavier than 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions and are highly encouraged to apply.

Working Environment: The essential duties/activities of this provision are performed in varied locations with exposure to differing exterior and interior environments.

Material and Equipment Directly Used: Desktop and/or laptop/notebook computer with e-mail, standard word processing and spreadsheet software, fax machine, writing utensils, calculator, desk calendar/appointment book or scheduling software, and telephone with voice mail. All equipment is provided by the Town; all computer/software equipment must be returned at the end of the internship. Personal use of Town equipment is strictly prohibited.

Additional Requirements: Requires some travel to offsite locations for meetings and appointments but most meetings will be traveled to by Intern and Town staff with Town staff providing transportation; however, Intern will have to travel to meetings on occasion or run "errands" for Town staff which will require a valid driver's license. If a vehicle is used/driven by applicant s/he must be physically capable of operating the vehicle safely and possess a valid driver's license with valid insurance if vehicle is personal vehicle of Intern.

Education and Experience: You must have a valid driver's license and be enrolled at Hayden High School or Equivalent in the Hayden Community (Home School Students are Allowed).

FLSA Classification – Exempt: Based upon an examination and evaluation of the information contained in this job description, this position is part-time and hourly ranging is from 15-25 hours per week with a schedule to be determined at the time of employment. Scheduling is flexible based on student's needs. Starting pay is \$11.00 per hour and does not include benefits per Town of Hayden personnel policies.

Required Submittals

Applicants must draft a cover letter and resume that clearly explains why they are interested in the internship and how they feel this will help them in their long-term goals/career aspirations. All required materials should be submitted to Mathew Mendisco, Town Manager, at Town Hall, 178 West Jefferson Ave, Hayden, CO 81639, attn.: Mathew Mendisco, Town Manager; and email to Mathew.mendisco@haydencolorado.org.

Application materials are due by May 4th, 2018 at 12pm; late applications will not be accepted. Internship will begin June 4th, 2018 and end August 1st, 2018.

THE TOWN OF HAYDEN IS AN EQUAL OPPORTUNITY EMPLOYER. THE TOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX/SEXUAL ORIENTATION, AGE, and NATIONAL ORIGIN OR DISABILITY.