

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> TH166 Intern IV
<b>POSITION #/TITLE:</b> Intern IV – City Manager’s Office	<b>Adopted:</b> 06-16
	<b>Revised:</b>

**POSITION DESCRIPTION**

<b>Dept:</b> Community Development	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> TSH/Temporary/Seasonal/Hourly	<b>Salary Grade:</b> 30
<b>Reports To Position #/Job Code #/JC Title:</b> 2522/NB331/Economic Development Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

**General Statement of Duties**

Provides assistance to the City Manager’s Office in citywide projects and activities; performs related work as required.

**Distinguishing Features of the Class**

This is an intern level position; work assignments are introductory-level, supporting professional staff project teams and under direct supervision. Based on experience and knowledge, some leeway is granted for the exercise of independent judgment and initiative.

**Examples of Essential Work (Illustrative Only)**

- Assists in research, reports and documentation regarding City participation in proposed economic development projects;
- Assists staff within economic development regarding Tax Increment Financing (TIF) projects;
- Assists City Manager Office staff in citywide projects or initiatives;
- Assists in project management for migration of business retention survey data, marketing contact information, and economic development project reporting to Energy Land Records Management Software;
- Provides support and coordination roles for staff as needed;
- Performs data entry related to respective daily work assignments;
- Prepares studies, including research and evaluation, for economic development initiatives or projects within the City Manager’s Office;
- Prepares reports, open house display materials and documentation related to citywide projects or initiatives assigned by the City Manager’s Office;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;
- Performs related work as required.

**Required Knowledge and Abilities**

Some awareness of principles and practices for activities including planning, economic development and related ordinances, rules and regulations;

Some awareness of principals of local and State laws and regulations pertaining to economic development and related operations;  
Ability to prepare accurate and reliable reports;  
Ability to present technical information to the public in clear, concise and easily understandable manner;  
Ability to research and analyze economic development issues;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

<b>Acceptable Experience and Training</b>
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Enrolled in an accredited college or university working towards a Bachelor's Degree in business administration, public administration, economics or related field; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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None

<b>Essential Physical Abilities</b>
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Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment;  
Sufficient personal mobility, which permits the employee to visit other work stations in the City.