

CITY OF WALLER JOB DESCRIPTION

Job Title: Summer Internship Program

Exempt

Reports To: Various Department Heads

Department: All

Date: April 2025

SUMMER INTERNSHIP PROGRAM

JOB SUMMARY

Under general supervision, this internship will support the daily operations of various departments throughout the City of Waller. The purpose of this position is to provide technical assistance to department directors. The intern will gain hands-on experience in a variety of complex and confidential administrative tasks related to local government operations. Receives general supervision from Director or designee.

DUTIES AND RESPONSIBILITIES

The ideal candidate for this program should have strong interest in government services, as the intern will gain valuable hands-on experience through department projects and exposure to municipal operations. The candidate should demonstrate reliability, strong leadership capabilities, excellent interpersonal skills, and the ability to work effectively within a team. Please note that this is an on-site internship, and interns are responsible for securing their own housing and transportation for the duration of the program.

As a City of Waller intern, you are expected to bring a strong foundation of general skills that are essential for success across all roles, in addition to interest that aligns with the specific department to which you apply.

GENERAL SKILLS

Strong communication and interpersonal skills.

Ability to work both independently and collaboratively.

Attention to detail and strong organizational abilities.

Problem-solving and critical thinking skills.

Willingness to learn new skills and software.

Creativity and fresh perspectives on projects.

Basic skills in Microsoft Office Applications (Word, Excel, PowerPoint, SharePoint, etc.)

Professional conduct

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at

the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

Currently pursuing a career in municipal government.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

PHYSICAL ENVIRONMENT

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

WORK ENVIRONMENT

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).