

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2020**

POSITION TITLE: LEGISLATIVE AIDE INTERN

OVERVIEW

A Legislative Aide Internship is designed for the graduate student currently enrolled in programs such as a MPA, MPH and MBA. An internship with a public organization such as the municipality of the City of Lauderhill will provide the student with an opportunity to apply knowledge and skills from their courses to a work setting. It is also a way for the student to contribute to a professional public service organization. The internship provides students with meaningful experiences in applying what they have learned through classes in real-world settings. It will provide support and assistance to the City of Lauderhill, a local government agency, in efforts to address community needs. The internship will contribute to projects in areas such as the development, planning, implementation, and analysis/evaluation of policy, finance, management, supervision, strategy and program development.

This internship will offer opportunities to make important discoveries and professional connections, an excellent way to network, which will be very helpful when preparing to enter the job market.

GENERAL DESCRIPTION OF DUTIES

Under general supervision of the City Clerk's office, performs responsible administrative support work to assist in carrying out the duties and activities of the assigned Commissioner. Work requires the use of considerable independent judgment within established City and departmental guidelines and policies. Work is reviewed through results obtained. Performs related work as requested.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Relieves Commissioner of routine details; calendar management, meeting preparation, conducts research; handles phone calls and inquiries from citizens regarding normal business communications, technical information and specific problems; handles and processes all routine correspondence, letters and memos; types appropriate responses. Assists with special projects and events.

Arranges and attends meetings with Boards and other government agencies, department directors and staff, residents or other organizations or businesses on behalf of the City Commissioners as required; maintains smooth operations by solving problems and answering questions.

Performs administrative functions for assigned Boards.

Handles correspondence and typing for the assigned Commissioner; prepares reports, as required.

Disburses information to the public; meets with citizen groups and other governmental agencies as required; resolves citizen complaints.

Researches and prepares grant applications, as required.

Works within Commission and City Clerk's offices to ensure coordination of City projects, programs, and works with residents and organizations as required.

Works on special projects and programs, as assigned.

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The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of the position in the class. The omission of an essential function does not preclude the Commission from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other City Clerk department staff.

Runs errands.

Assists other departments as directed.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Two (2) years office experience preferred; Bachelor's Degree required; must be in a current MPA, MBA or MPH graduate program.

Note: this position serves at the will of the elected official who has hired this Legislative Aide. This person serves as long as the elected official desires or until their term expires. All State and City rules must be followed as it pertains to public employees.

May not participate in any political campaign while on city time.

Special Requirements

Strong knowledge of computers, including Microsoft Office Word, Power Point and Excel.
Knowledge of Social Media.

Valid State of Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

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Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.