

9550

11/07/05

**CITY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT**

Revised

**CLASSIFICATION SPECIFICATION**

**TITLE: MANAGEMENT INTERN**

**DEFINITION**

Under general supervision, to perform entry level professional administrative duties, to complete a wide variety of research projects, and to do related work as required.

**REPORTS TO:** Varies

**DISTINGUISHING CHARACTERISTICS**

This is a temporary part-time, entry level, classification in which students with current enrollment in, or recent completion of, a Business or Public Administration Master's Degree Program gain experience in assisting management staff in the performance of professional, technical, and administrative duties. The Management Intern class is distinguished from the Administrative Intern class by the participation of incumbents in a Master's degree program, the greater degree of independent discretion, greater complexity of duties, and ability to make decision and recommendations. This class is distinguished from the Management Assistant class by the absence of full-time status in the Management Assistant Program, and the absence of responsibility for the performance and completion of special projects and budget analysis related to the City Manager's office. Experience gained as a Management Intern is considered qualifying for the Administrative Analyst or Management Analyst classifications.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level staff as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Collect, summarize and analyze information and statistics on existing programs and services, recommending appropriate actions be taken.
- Participate in organizational and procedural studies, make recommendations based on findings, and prepare reports and manuals.
- Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures and services.
- Participate in the design of forms and the implementation of systems.
- Prepare research in the resolution of administrative, personnel or operational concerns/problems and make recommendations, as appropriate.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public administration.
- Principles, methods and practices of municipal finance, budgeting and accounting.

- Research techniques, methods and procedures.
- Computers and computer software.

**Ability to:**

- Analyze, interpret, make decisions and recommendations in accordance with laws, regulations and policies.
- Communicate clearly and concisely, orally and in writing.
- Present research findings and recommendations clearly and professionally.
- Work independently in the absence of supervision.
- Operate a personal computer and applicable software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Current enrollment in, or recent completion of, a graduate program studying Public or Business Administration or a related field.

Experience: None required

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Management Intern

**TO:** Administrative Analyst or Management Analyst