



## **NOW HIRING**

### **Administrative Intern Village Manager's Office**

#### **DESCRIPTION:**

The Village of Glen Ellyn has a great opportunity for a committed, team oriented, and highly motivated MPA graduate student to join the Village Manager's Office as an Administrative Intern. The Village of Glen Ellyn takes pride in helping the intern gain exposure to innovative local government best practices and management techniques---all designed to help further prepare the individual for a successful career in local government. Previous interns have obtained successful full-time positions both locally and throughout the country. The work performed by the Administrative Intern will be highly visible and have a direct impact on the organization. Typical assignments/projects will involve assisting with developing and analyzing budgets, performing policy and program analysis, researching best practices and innovative programs, developing recommendations for consideration by senior management, assisting with public outreach and education initiatives, and participating in and/or leading a variety of special projects concerning organization-wide initiatives. Also assists with Environmental Commission staff liaison responsibilities. Position reports to the Assistant Village Manager.

#### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to senior management on various special projects, programs and/or services; recommends and assists in implementing improved methods, policies, or procedures; also provides assistance as needed to operating departments on a project-by-project basis.
- Serves in a staff liaison role to the Environmental Commission
- Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information for departmental input; develops procedures and methods; formulates recommendations and prepares reports and correspondence.
- Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other organizations, consultants, or vendors.
- Provides courteous and responsive customer service to residents and businesses in person, via phone, and in written correspondence.
- Develops cooperative relationships with other departments, officials, consultants, and the public; makes occasional public presentations on assigned projects and programs.

- Assists with the Village's budgetary process by inputting data, performing appropriate analysis, and preparing necessary reports.
- Attends and participates in various organizational meetings, including, but not limited to, Village Board meetings, senior management meetings, Commission meetings, and community outreach initiatives.
- May research and prepare grant applications, and assist with the administration thereof.
- Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Candidates must currently be enrolled in (or just recently graduated from) an accredited college or university graduate program, with major coursework in Public Administration or related field. The ideal candidate will be able to demonstrate a passion for municipal government and a commitment to a career in public service. Must also be able to effectively interpret and analyze information, and be able to draw valid conclusions and project consequences of decisions and recommendations. The ability to prepare studies and reports concerning complex matters is also critical. Must also be able to set priorities, meet deadlines, and perform both complex and routine administrative work with speed and accuracy. The ability to handle confidential information in a sensitive manner is also a must. Proficiency in MS Office software and related applications is required.

This is a temporary, part-time position that involves working a minimum of 24 hours/week (but less than 30 hours/week on average over the year). The work schedule is flexible to accommodate the student's course-work; however, some evening meetings will be required. The ideal candidate will be willing to commit to a one to two-year internship.

**SALARY/BENEFITS:**

The pay offered for this part-time, non-exempt position is \$15.00/hour; position also qualifies for participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan.

**HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #19-17 Admin. Intern)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The position is open until filled; however, **first review of resumes will begin immediately.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**