

TAB 5



City of Palmetto Agenda Item

Meeting Date

8/1/11

Presenter: Jeff Burton

Department: CRA

Title:

2011 General Commercial Incentive Package

BACKGROUND:

Editing part-time student internship position to a broader scope of work than previous GIS/GPS version. New edition supports high school salary at minimum wage and college salary at 10.81 per hour.

Budgeted Amount:	0	Budget Page No(s):	xx	Available Amount:	\$0.00	Expenditure Amount:	\$0.00
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Additional Budgetary Information: Position budgeted

Funding Source(s):		Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	FY 11
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input checked="" type="checkbox"/> N/A	Consistent With:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
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Potential Motion/Direction Requested: Move to approve the CRA Student Intern job description.

Staff Contact: Jeff Burton CRA Director

Attachments: CRA Student Intern Job Description

CITY OF PALMETTO
POSITION DESCRIPTION

TITLE: PART-TIME STUDENT INTERN

DIVISION: COMMUNITY REDEVELOPMENT AGENCY

HIGH SCHOOL GRADE: 101P MINIMUM WAGE

COLLEGE GRADE: 101/0 P \$ 10.82

DEPARTMENT: COMMUNITY REDEVELOPMENT AGENCY

NON-EXEMPT

FUNCTION:

This position entails skills related to the functions of the CRA office.

SUPERVISION RECEIVED:

The individual will work under the direction of the CRA Executive Administrative Assistant with oversight from the CRA Director.

SUPERVISION EXERCISED:

General direction of work assignments and technical training for work assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General office assignments that may include the following:

Develops and maintains an efficient filing and records.

Researches information related to the tasks assigned.

Assists in the creation of assignment reports.

PERIPHERAL DUTIES:

Perform other related work as required, including, but not limited to, any supervisors work related requests and various research projects as decided by the individual's direct supervisors.

DESIRED MINIMUM QUALIFICATIONS:

Current enrollment in a high school, accredited college or university with zero to two (0-2) years of experience. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

Ability to research and understand information regarding the community, the CRA and the City.

Knowledge of and some experience of writing.

General knowledge of the day-to-day activities in the city government.

Computer skills.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with co-workers, other City employees, consultants, developers and the general public.

SPECIAL REQUIREMENTS:

Total weekly hours must not exceed ten (10) hours if enrolled in high school or twenty (20) hours if enrolled at a university. Additionally, whether enrolled in high school or at the collegiate level, the individual must maintain an un-weighted 3.00 grade point average (GPA). Must possess a valid state of Florida driver's license and maintain a valid telephone number. Must be able to attend meetings at locations other than primary work location.

TOOLS AND EQUIPMENT USED:

Work involves video production equipment and software, personal computers, calculators and word processing.

PHYSICAL DEMANDS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis and up to 40 pounds occasionally with routine keyboard operations, operation of City general purpose vehicles (automobile or pickup truck), some job duties may be performed in an office environment while other duties will require field work at various outdoor job sites.

WORK ENVIRONMENT:

The job risks exposure to no significant environmental hazards, and occasional exposure to extreme noise levels, dusts, pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

An interview will be given to further describe the specific needs of the CRA to the applicant and discern the applicant's knowledge, skills and attributes (SKA).

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____
City Clerk

Approval: _____
HR Director

7/20/2011