



# City of Balcones Heights

## Job Description

### Management Intern

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#### Summary

Under general direction, performs municipal research, studies budget and administrative systems, policies and practices, and analyzes financial and operating activities and procedures on an entry level professional basis. Evaluates findings and assists in preparing specific financial and management reports. Receives work assignments from the City Administrator or a Department Head. Increased independence is given to the position in the selection of approach and technique after acceptable evidence of satisfactory performance on the job. Exercises no supervision.

#### Class Characteristics

General direction is provided by the City Administrator; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

This class has department-level responsibility for policy development, program planning, fiscal management, administration, and operation of the divisions of the Police Department. The incumbent is responsible for accomplishing both departmental objectives and for furthering public safety and City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative independence in their execution.

#### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### ESSENTIAL JOB FUNCTIONS:

- Conducts budget and program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Analyzes, researches, and monitors various financial and management reports.

- May handle phone inquiries regarding information concerning various programs from other departments.
- May be asked to attend or serve on various City, administrative, and citizen committee meetings.
- Monitors work processes of assigned departments to improve operations, while providing value added customer service.
- Performs related duties and fulfills responsibilities as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles, methods, and practices of public administration, municipal finance, budgeting, accounting, and research techniques.
- Knowledge of computer software and hardware applications.
- Ability to communicate by phone or in person in one-to-one or group setting.
- Ability to analyze and recommend solutions to management and organizational problems.
- Ability to assist in the preparation of budgets and accounting systems.
- Ability to work cooperatively with other City employees, elected officials, agents or other governmental entities, and the general public.

**Physical Demands and Work Environment:**

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard; typewriter and basic office equipment. Subject to sitting, standing, bending and twisting to perform the essential functions. Working conditions are in an office environment.

**Qualifications****Knowledge of:**

Administrative principles and methods, including goals and objectives development, program development and implementation, and work organization.

Principles and practices of budget development and administration.

Local government organizations and functions.

**Education and Experience**

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

**Education:**

Enrollment in an accredited college or university with preferable coursework in Business, Public Administration or a related field.

**Certifications/Licenses:**

Possession of a valid Texas Class C driver license.

Established: 12/14

Revised: 12/20

Department: Administration