



City of Villa Park

Position Description - Management Intern

The City of Villa Park is currently searching for a motivated student with the ambition of pursuing a career in City Administration and who is available to dedicate approximately 15-20 hours a week. The City of Villa Park is Orange County's second smallest city with a population of 6,251 which serves a highly educated and wealthy population who value the quality of life presented by larger residential lots, lack of street lights and sidewalks, and high quality planning principles. The City is a full contract city with full time staff of three employees. The office is dynamic and team oriented with each position assisting the other as needed. The new Management Intern will quickly be part of the team and become known to residents and Council Members.

An internship position with the City of Villa Park provides a unique opportunity for a student to gain a comprehensive understanding of City functions, working directly with the Interim City Manager, Assistant City Manager, City Clerk, City Council Members, and residents. While filing and photo copying are apart of every internship, there is no better opportunity to take an active role than with a small, personal organization like the City of Villa Park. If you lack initiative, confidence, motivation, and cannot take responsibility for running with a project, please look to intern at a larger city. Oh, and we don't pay you. We better you.

MANAGEMENT INTERN POSITION DESCRIPTION:

A Management Intern's duties would consist of learning the day to day inner workings of the City with a progressive responsibility in tasks assigned. The position offers the opportunity to gain valuable, hands-on experience in municipal government and public interaction while learning about the infrastructure of a City.

Under general direction and supervision of the Interim City Manager and Assistant City Manager essential functions include but are not limited to: administrative support to the City Council and staff; research, design and implementation of new systems and procedures; assist the Interim City Manager with special project research; assist the Finance Director with accounting or cash management duties; research special topics and issues as assigned; responsible for individual projects such as municipal code revision; participate in the development and implementation of goals, objectives, policies and procedures for the Office; assist with the coordination, preparation and distribution of City Council agendas, agenda packets, and legal notices; and to perform other related functions as assigned.

EDUCATION AND EXPERIENCE:

A qualified candidate must have at least 12-units (4 courses) dealing with management, political science, public administration, public policy, social science, or closely related field. Candidates must be proficient with Microsoft Office, be able to handle multiple tasks at any given time and have strong verbal/written communication skills.

THIS POSITION IS A NON PAID INTERN POSITION. DO IT FOR THE EXPERIENCE.

Please contact the Assistant City Manager, Jarad Hildenbrand, at (714) 998-1500 or jhildenbrand@villapark.org.