



POSITION DESCRIPTION

Position: Human Resources Intern		Department: City Manager's	
Reports to: Assistant City Manager		FLSA Status: Non-Exempt	
Location: Civic Center	Division: N/A	Pay Grade: N/A	
Revised: January 17, 2018	Last Reviewed: January 17, 2018	Union: N/A	Status (FT/PT/Temp): Part-time

GENERAL PURPOSE

It is the goal of the City of Auburn Hills to provide an experiential opportunity to an individual seeking a career in Human Resources, particularly in the public sector. The internship is designed to blend educational and experiential opportunities into a successful outcome; specifically, a well prepared Human Resources professional.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant City Manager and Human Resources Generalists

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Custodian of employee personnel records; performs annual audit of all personnel files using moderate independent judgment; maintains confidentiality of all information

Conducts surveys to compare ourselves with other communities

Process all seasonal new hires for Golf Course, Recreation, Department of Public Works and other departments as needed

Prepares vacant position postings/advertisements and ensures proper placement of the same
Receives and assists with initial review of incoming applications; schedules applicant interviews; maintains applicant files

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and service

Performs clerical and administrative work including answering phones, receiving public and providing customer assistance

Responds to inquiries from employees, citizens and others and refers to appropriate department or individual when necessary

Receives, processes and distributes incoming mail; processes outgoing mail

Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness

Attends monthly Safety Committee Meetings, takes minutes and provides feedback on how to make Auburn Hills a safe community

Inputs data to standard department forms; compiles data for various reports

Schedules appointments and performs other administrative and clerical duties

Assist with planning employee events such as annual picnic and holiday luncheon

Other duties as assigned

PERIPHERAL DUTIES

Assists other departments in performing duties

Performs the procurement of departmental materials and supplies

Coordinates employee training sessions

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- 1) A student who has declared their major as "Human Resources" and in junior status
- 2) A student who has the ability to work 24 - 29 hours per week contained within a minimum of three work days, Monday through Friday. The schedule can be arranged to reasonably accommodate the Intern's class schedule

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration/development; working knowledge of modern records management techniques;
- (B) Skill in operation of listed tools and equipment;

- (C) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests may be required.

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.

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 requirements of the job change.

Approval: _____
City Manager

Approval: _____
Employee