

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9773

INTERN - PLANNING

NATURE OF WORK

The incumbent will be responsible for providing administrative and management support on various projects associated with the Planning Department

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists with the development, implementation, and coordination of various activities and projects.

Communicates with program implementation firms and leverage partners, including maintaining updated lists and contact information and responding to and directing requests for information.

Provides administrative support for the daily operations of programs, including scheduling; developing a complex filing system; assisting with the coordination of logistics for meetings and sponsored events.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic functions of Microsoft Word, Powerpoint, and Excel.

Knowledge and familiarity with the Greater Omaha area.

Skill in preparing written documentation.

Ability to communicate effectively orally and in writing

Ability to understand oral and written instructions.

Ability to use time effectively.

SPECIAL QUALIFICATIONS

Must possess a Bachelor's Degree or be a currently enrolled graduate or undergraduate student in Planning, Engineering, Environmental Studies, Biology, or other related field and must have some related work experience,

OR

An equivalent combination of training and experience.

DESIRED QUALIFICATIONS BUT NOT REQUIRED

Experience in graphic design, newsletter design, web design, or possess editing skills.

Experience in the area of community organizing and/or environmental activism.

Experience in leadership and teamwork.

Some experience in public speaking.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer

Calculator

Typewriter

Copier

Telephone

Camera

Fax Machine