



Job Opportunity

City Manager's Office, City of Clinton

Position: Management Intern

Salary: \$12/hour

Time frame: May – August (exact dates negotiable, 10 – 12 weeks preferred)

Description: The intern's primary focus will be the development of a new city "Supervisor Orientation" program. The project will require the intern to familiarize his/herself with current supervisor responsibilities within the organization and city policies. The intern will work closely with the city's HR Director and interact with department directors and supervisors on a regular basis to discuss operations and review department policies and procedures. The intern will be responsible for planning and coordinating various meetings to develop an effective interactive program. Once the project is complete, the intern may be asked to present the new program to city staff at a scheduled Leadership meeting. The intern will also assist the HR Director in the revision of the personnel policy, general orientation, and performance evaluation processes.

Additionally, the intern may be asked to assist with general office work, interact with various boards and committees, attend City Council meetings, handle research inquiries, and perform other duties as assigned to gain valuable professional experience.

A successful applicant will possess excellent communication, research, and time management skills, the ability to perform and interact in a team environment, and a desire to learn. Applicants should be pursuing a Master of Public Administration degree from an accredited program.

* The City Manager will be available for initial interviews at the NCCCMA Winter Conference, February 6-7, 2019. Please contact the HR Director by January 25, 2019 if you wish to meet during the Winter Conference.

Applications must be submitted by 5 pm on February 15, 2019.

Applications are available on line at www.cityofclintonnc.com. Submit application, cover letter, resume, and references to cityapps@cityofclintonnc.com

For more information contact Lisa A. Carter, Human Resources Director, at lac1@cityofclintonnc.com.