

Ventura County Transportation Commission
Job Description

Intern

Definition

Under direct supervision performs a variety of routine administrative and technical duties as assigned in such areas as bus transit services, planning, programming, governmental affairs, finance, and other functional areas; researches, writes, and presents reports and recommendations; and does related work as required.

Distinguishing Characteristics

This is a non-paid volunteer intern classification reporting to a specific individual. It is responsible for a variety of entry-level transit duties in support of various programs within the Agency.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Performs a wide variety of administrative and technical assignments to assist departments or sections and to receive on-the-job exposure to various government issues; learns to perform various administrative, planning, analytical, and financial tasks, depending on assigned work area.
- Researches, writes, and presents reports and recommendations on a variety of government topics; participates in studies and analyses involving assigned programs and functions concerning policies, practices, procedures, financial resources, facilities, proposals, staffing, new programs and projects, effectiveness of programs, and planning.
- Collects, compiles, describes, organizes, analyzes, interprets, and presents data and information related to area and issues under study.
- Assists in the coordination of data and materials for the department or section; meets with businesses, citizens, personnel, consultants, governmental agencies, and associations to obtain and distribute information and data.
- Performs a variety of clerical or technical tasks in support of programs; answers phones and assists the public; maintains a variety of records.
- Performs other related duties and responsibilities as assigned.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A college student who is currently enrolled in a university or community college taking classes towards a degree objective or who has graduated within the previous 12 months.

Job-Related Qualifications

Knowledge of:

- Basic principles of government management and public administration.
- Research and report preparation methods and procedures.
- Modern office procedures and methods.
- Computer software and hardware.
- Public relations techniques.
- Basic principles and procedures of record keeping.
- Principles of mathematics and statistics.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Learn to interpret the policies and procedures of the assigned department.
- Learn and understand the organization and operation of the assigned department and of outside agencies as necessary.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare clear and concise reports.
- Proofread and detect errors in typing, spelling, grammar and punctuation.
- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, Agency departments, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Present themselves in a professional manner and attire.

Skill in:

- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and

speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

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