



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

**OPEN: September 16, 2014**  
**CLOSE: When Filled**

**JOB POSTING**  
**City Manager Office Intern**  
**Temporary/Seasonal Part-Time**  
**Hourly Salary: \$12.70**

**JOB SUMMARY:**

Assists City Manager's Office with special projects and provides administrative support to the daily operations of assigned service area; assists in the completion of a variety of functions and projects; assists in monitoring, reporting, researching, and evaluating projects and programs; assists in the update and maintenance of program information files; may perform unique responsibilities for assigned area; and provides highly responsible technical administrative support. Performs all other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Ability to read, analyze, and interpret complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write general articles and correspondence
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (i.e. formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Must possess a valid Texas Driver's License

**SKILLS AND EXPERIENCE:**

- Graduate work leading to Master's of Public Administration. Experience in local government preferred.
- Demonstrated knowledge of computer programs including Microsoft Office
- Advanced written and verbal communications
- Advanced social skills to effectively deal with employees and the public

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ [www.bedfordtx.gov](http://www.bedfordtx.gov).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*