



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

OPEN: January 14, 2015
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, Planning, Political Science or related field. 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.

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