

# KERN COUNTY CHILDREN AND FAMILIES COMMISSION

## Job Description

Position Title: Administrative Intern

Appointing Authority: Executive Director

Employment Classification: Hourly

Fundamental Objectives - Under close staff supervision, the Administrative Intern assists with the technical or professional work of the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

### Major Duties and Responsibilities:

Gathers and analyzes data; prepares correspondence and reports; interviews and consults with officials, employees, business representatives and interested persons or groups;

Assists in the administration of contracts and consultant services; updates manuals; assists in preparing or analyzing budget requests, organizational and procedural studies, classification studies and training programs;

May operate a personal computer, employing various software systems to accomplish data input, manipulation and output;

May be required to be familiar with laws, rules, policies and procedures.

Performs other duties as assigned.

### Minimum Qualifications:

Employment in this classification is usually restricted to full-time students at the high school or college level. This position provides a means of summer or short-term employment whereby students may become familiar with the practical application of course studies. Employment in this classification is intended for temporary appointments while pursuing high school or college studies.

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County as needed.

Knowledge Of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Proper business English; effective business and report writing; effective communication skills; modern office methods.

Basic understanding of the principles and practices of public administration and statistical methodology and analysis is desirable.

Ability To:

Ability to learn and perform varied types of professional and technical work; follow written and oral instructions; prepare correspondence and reports; establish and maintain effective working relationships with employees and the general public.

Use or learn to use a personal computer or other automated equipment and software programs; use or learn to use the Internet and related technology to do research, to exchange information, and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: \$8.00 to \$10.00 hourly