

Part-Time Graduate Intern –Temporary Assignment; No Benefits.

ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT DEPARTMENT

Broward County (Fort Lauderdale), FL

Salary Range - \$15.09 - \$24.00 per hour (dependent upon qualifications)

The successful candidate will be tasked with completing an internal audit of processes and providing management with an analysis.

NATURE OF WORK

This is advanced administrative work which provides the opportunity for professional training in the Environmental Protection and Growth Management Department of Broward County. Administrative direction and supervision is received from a superior; emphasis is placed on interpreting policies, procedures and making recommendations. Work is reviewed through observation of performance, frequent conferences and reports.

ILLUSTRATIVE TASKS

Applying research techniques and analytical methods to the study of administrative systems, organizational structures, policies and procedures; conducting special studies in conjunction with a project; analyzes data and makes recommendations based upon studies; has responsibility for project assignments, research and analysis; providing information and assistance to the general public and other governmental agencies; preparing project reports and related data; performing related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge needed includes the principles of management, organization, and administration; and organization and administration of governmental operations. Abilities needed include the ability to conduct research and make recommendations; to prepare technical reports; to communicate effectively, both orally and in writing; to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies; and to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

DESIRABLE EXPERIENCE AND TRAINING

Candidates need to be currently enrolled in, or graduated from, an accredited Master's Degree program in a field appropriate to area of assignment; or any equivalent combination of training and experience. The successful candidate will be an analytical thinker who researches well.

PLEASE NOTE: THIS IS A TEMPORARY, PART-TIME POSITION (19 HOURS PER WEEK) WITH NO BENEFITS FOR A SHORT-TERM PERIOD OF APPROXIMATELY 3 MONTHS.

TO APPLY:

Please submit resume via e-mail to: Careers_exec@broward.org and reference “GRADUATE INTERN - EPGMD” in the subject line. The deadline to apply is Friday, April 4, 2014 at 5:00 p.m. For additional information, please call: 954-357-6020.

*Please be aware that all information provided will be subject to public inspection in accordance with the Florida Sunshine Law.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES.