

## **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](mailto: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.**