

Employment Opportunity

MANAGEMENT INTERN
Part-Time



Village of Milford
1100 Atlantic Street
Milford, MI 48381
www.villageofmilford.org/jobs

*First Review of Applications:
March 20, 2024*

The Village of Milford is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.

ABOUT THE OPPORTUNITY

The Village of Milford is seeking qualified applicants for a Management Intern position within the Village Manager's Office.

Under the direction of the Village Manager and other members of the management team, the Management Intern will complete a variety of projects in support of Village operations and long-term efforts. The Management Intern will be responsible for completing assigned research, formulating recommendations to senior staff and elected officials, and preparing detailed reports, memorandums, and letters. Additional responsibilities may include projects or assignments related to public engagement, human resources, capital improvements, finance, and other Village services.

MINIMUM QUALIFICATIONS

Applicants for this internship should possess the following minimum qualifications at the time of application. Equivalent combinations of experience and training may be considered.

Applicants should currently be enrolled in a graduate degree program in Public Administration, Business Administration, Human Resources, Political Science, or a related field. Undergraduate students in related degree programs with an expected graduation date prior to June 1, 2024 will also be considered for the internship.

The Management Intern is expected to possess skill in the use of office equipment and technology, including computers and related software, and the ability to quickly adapt to new technologies.



Strong written and verbal communication skills and the ability to work collaboratively with other organizations within the community, other Village departments, and neighboring communities will be crucial to the successful completion of this internship experience. While the Village prefers candidates who are currently enrolled in a graduate degree program in public administration, political science, business administration, human resources, or a related field, students enrolled in other programs are encouraged to apply and will be considered. Undergraduate students in related degree programs with an expected graduation date prior to June 1, 2024 will also be considered for the internship.

ABOUT THE POSITION

Under the direction of the Village Manager, the Management Intern will complete routine tasks and special projects in support of a variety of Village operations. While the primary focus of the internship will be within the Village Manager's Office, the Management Intern may also be assigned to other Village Departments on a temporary basis in order to complete assigned projects and to learn about different aspects of municipal operations and management.

The Management Intern will be a contributing member of the Village's management team and will be expected to assist in conducting research, analysis, and preparing recommendations for Village elected officials, appointed boards and commissions, department heads, and the Village administration.

Anticipated projects include researching and developing an asset management database; assisting the Clerk with maintaining accurate records; helping the Department of Public Services to ensure compliance with state and federal regulations; and assisting in daily operations. Additional projects will be identified as time and interests permits. The Management Intern may also be assigned to represent the Village Manager's Office at certain meetings and events.

WAGES & SCHEDULE

This is a part-time, temporary position offering a starting wage of \$15.00 per hour. No fringe benefits are provided.

A schedule of up to 25 hours per week is available. The final schedule will be determined in order to accommodate both the needs of the Village and the intern's academic schedule. The intern will be expected to participate in some evening meetings of public boards and commissions as well as management team meetings during the workday. This internship opportunity has a 12-month duration, and is anticipated to run from May 2024 – May 2025.

ABOUT THE VILLAGE

The Village of Milford is 2.5 square miles nestled in southwest Oakland County and is easily accessed from both I-96 and M-59. With a population of approximately 6,500, the Village serves as the central business district for approximately 25,000 people in the surrounding areas. The thriving downtown district features unique shops and restaurants and draws visitors from communities such as Ann Arbor and Dearborn, while retaining its small-town charm.



The Village boasts six parks within its boundaries. Central Park, located on the banks of the Huron River, is the epicenter of the community and currently undergoing a multi-million renovation. Featured activities at Central Park include volleyball, basketball, tennis, and even ice skating in the winter. Central Park is also home to the LaFontaine Family Amphitheater, an outdoor concert and event space which was opened in 2015. Fairgrounds Park is home to the Milford Skatepark and also provides access to a picnic area. Hubbell Pond Park is the site of the YMCA and Library, as well as a trail system that runs from Commerce Road all the way to Kensington Park on South Milford Road. The Village is part of the Huron Valley School District with two elementary schools and one middle school located within the Village.

The Village has 77 part-time and full-time employees and a total budget of approximately \$16.8 million in fiscal year 2023-24.

TO APPLY

Please submit a cover letter, résumé, and completed Village of Milford Employment Application online at villageofmilford.org or in person to the *Village Clerk, Village of Milford, 1100 Atlantic Street, Milford, MI 48381*

Application materials will be accepted until the position is filled, with the first review taking place on March 20, 2024.

VILLAGE OF MILFORD
JOB DESCRIPTION
MANAGEMENT INTERN

Supervised By: Village Manager
Supervises: No supervisory responsibility

Position Summary:

Under the direction of the Village Manager, the Management Intern will complete routine tasks and special projects in support of a variety of Village operations. While the primary focus of the internship will be within the Village Manager's Office, the Management Intern may also be assigned to other Village Departments on a temporary basis in order to complete assigned projects and to learn about different aspects of municipal operations and management.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts research on various policies, procedures, and news relevant to municipal government and/or municipal management.
2. Works with Village Manager and other department heads to obtain hands on experience with management functions and municipal operations.
3. Works with different departments to complete department specific projects as assigned by department heads.
4. Compiles data, prepares reports, and provides recommendations to department heads, appointed officials, or elected officials based on reports.
5. Works to keep the Village website updated with current information and resources for Village residents and visitors.
6. Represents the Village in meetings, conferences, and webinars in a professional manner and provides an outline of information provided and what actions the Village needs to take.
7. Keeps abreast of professional developments and technological advances in public administration and municipal management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
8. Performs related work as required or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Current enrolment in a graduate degree program in Public Administration, Business Administration, Human Resources, Political Science, or a related field is preferred. Undergraduate students in related degree programs with an expected graduation date within 6 months of the expected date of hire.
- Knowledge of modern office procedures and practices.
- Skill in responding to public inquiries and internal requests with professionalism.
- Ability to prepare accurate and professional documents, records, reports, and correspondence.
- Ability to manage multiple priorities, maintain attention to detail, and type and enter data with speed and accuracy.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently within deadlines.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work within deadlines and changes in work priorities.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The noise level in the work environment is usually quiet.