

**RESOLUTION NO. 25/2020**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE  
MADERA ADOPTING THE POSITION CLASSIFICATION AND JOB  
DESCRIPTION OF STUDENT INTERN AND ESTABLISHING A SALARY RANGE  
FOR THE NEW POSITION**

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**WHEREAS**, a classification plan is considered a foundation for a sound personnel management system; and

**WHEREAS**, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

**WHEREAS**, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

**WHEREAS**, it is necessary to (1) Adopt the Position Classification and Job Description of Student Intern and designate this position as a Part-Time, Temporary Employee; and (2) Establish a salary range for the new position.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Council does hereby Adopt the Position Classification and Job Description of Student Intern attached hereto and incorporated herein by reference as though fully set forth; and

**IT IS FURTHER RESOLVED**, that the Town Council does hereby establish the salary range for the new position of Student Intern at \$18-\$25 per hour.

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I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 25/2020 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 7<sup>st</sup> day of July, 2020, by the following vote:

AYES, and in favor thereof, Councilmembers: Beckman, Casissa, Kunhardt, Lee, Ravasio

NOES, Councilmembers: Councilmembers: - None -

ABSENT, Councilmembers: Councilmembers: - None -

Approved:

  
Eli Beckman, Mayor

ATTEST:

  
Rebecca Vaughn, Town Clerk



## **TOWN OF CORTE MADERA**

### **STUDENT INTERN**

#### **DEFINITION**

Positions in this classification are provided with work opportunity and learning experience. Under close supervision, performs routine and/or general assistance tasks of variable difficulty.

#### **DISTINGUISHING CHARACTERISTICS**

Position in the class of Student Intern are assigned to various Town departments. Positions vary in scope of activity and duties performed depending on the assigned department. Incumbents are assigned to temporary positions; no permanent appointments will be made to this class. Paid internships are limited to a maximum of 960 hours in a fiscal and/or calendar year.

#### **SUPERVISION EXERCISED**

Receives close supervision from higher level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*The essential functions of the job may vary from position to position. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed depending upon the assignment:*

Assist with a wide variety of tasks within a Town department.

Filing.

Document sorting, shredding, and purging.

Operate a telephone, computer, various office equipment and various equipment used in the field.

Provide front counter reception.

Photocopying and faxing.

Assist with collecting data.

Assist with field work under close supervision.

Responds to inquiries from the public.

Writes correspondence and reports.

Performs work as a designated Disaster Service Worker in accordance with California state law during times of emergency.

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Office methods including filing and record keeping systems.

English usage, spelling, grammar, and punctuation.

Basic arithmetic.

Modern office equipment including computers and computer software.

#### **Skill to:**

Oral comprehension; oral and written communication with diverse groups.

Operate modern equipment and software programs including calculators, computers, office machines and equipment used in the field as needed.

#### **Ability to:**

Organize, establish priorities, and set goals and objectives.

Maintain records.

Communicate effectively orally and in writing.

Follow oral and written instructions, policies, and procedures.

Represent the Town of Corte Madera in a professional manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Read and write English at a level necessary for satisfactory job performance.

Adjust to workload changes and work under stress to meet deadlines.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned projects, programs and functions.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

The incumbent must currently be enrolled as a junior or senior in high school and have the ability to obtain a work permit,

OR,

The incumbent must have graduated from high school or obtained an equivalent general education diploma and currently be enrolled in an undergraduate or graduate level program at an accredited college or university,

OR,

The incumbent must have received a degree from an accredited college or university in the past twenty-four months and is seeking an internship to develop work experience

**Experience:**

No experience required.

**Certification or Licenses:**

The incumbent may be required to possess and maintain a valid California Class C driver license upon appointment.

**Special Requirements:**

**Background Check and Physical/Drug Screening:**

Incumbents may have to pass a criminal background check depending on assignment,

including a LiveScan fingerprint check.

Incumbents may have to pass a physical/drug screening prior to employment.

**Physical Demands and Work Environment:**

*The conditions herein are typically required of an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Essential duties require the following physical skills and work environment:*

Physical Requirements:

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another, as well as between Town Hall offices and other offices or the field. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, and/or use of calculators, ten-key adding machine, computer keyboard and other equipment assigned for use by Town staff; to exert moderate amount of physical effort involving lifting and moving of related equipment. On an intermittent basis, sit at a desk or work station; twist to reach equipment surrounding work area; perform simple and power grasping, pushing, pulling, and fine manipulations; write and use a keyboard and other office equipment, and occasionally lift or carry weight of 25 pounds or less.

Depending on assignment, ability to work in a field environment on construction sites with regular exposure to construction materials, uneven ground or surfaces, water, hazardous materials, noise, chemicals, weather and related environmental conditions; ability to work outdoors in a recreation environment.

Vision:

See in the normal visual range with or without correction; both near and far vision; vision sufficient to read computer screens and printed documents.

Hearing:

Hear in the normal audio range with or without correction.

**Effective Date:** July 7, 2020

**Revised:**

**Council Approval:** Resolution. No. 25/2020, [07/07/2020]