

Population: 7,629

VILLAGE OF MUKWONAGO, WISCONSIN
Position Description

Title: Economic Development Internship
Department: Administration
Reports to: Village Administrator

Status: Part-time Wage, additional duty, NR
Revision Date: February 11, 2014
Adoption Date: February 18, 2014

I. PRIMARY FUNCTIONS. Under the general direction of the Village Administrator, performs a variety of analytical, administrative and managerial work in support of economic development. Collects and analyzes data, prepares reports and presentations, drafts various municipal documents and coordinates special events and other projects as assigned.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. GENERAL RESPONSIBILITIES

1. Relate and apply knowledge acquired in the academic setting to the municipal government setting.
2. Perform research and special projects related to economic development.
3. Review, analyze, prepare and maintain reports and files on all development activities.
4. May attend and coordinate professional meetings to observe the decision-making process.
5. Prepare for and utilize conferences and other opportunities of learning afforded by staff, community leaders and the Village Administrator.
6. May research grant funding needs, identify potential resources, prepare written reports for funding purposes.
7. Submits all work assignments to the Village Administrator or designee punctually and consistently.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Requires a Bachelor's Degree and enrollment in graduate course work in business, public administration, marketing, management, other closely-related field.
- B. Should have a strong interest in or familiarity with work in a municipal government environment; and a joint goal of both learning about municipal government operations and offering skills and talents to the community.
- C. Must be self-motivated with the ability to work with minimal supervision.

IV. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee signature

Date