

MANAGEMENT INTERN

Job Code	Pay Grade
01520	CL55

Nature of Work

This is temporary trainee work in providing assistance to the manager or managers of a specific department or departments of Pinellas County. An employee in this classification is a student of an educational institution who will be assigned duties and responsibilities which will relate to courses of study. These duties and responsibilities may involve staff work or line operations. Work is performed under the general supervision of a responsible County official and is evaluated on the basis of results obtained. Persons appointed to these positions acquire no rights under the County Service by virtue of such appointment, and said appointment shall terminate immediately upon completion of the training program or completion of one thousand forty (1,040) working hours, whichever occurs first, unless an extension of such period of temporary employment is granted by the Personnel Board.

Minimum Qualification Requirements

- Must be currently enrolled as a student or on a leave of absence from an educational institution.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Studies program or programs of a county department or departments.
- Provides assistance to managers in staff or line work relating to the management of a county department or departments.
- Provides assistance to managers in conducting procedural and administrative studies.
- Provides assistance to managers in developing operational procedures.
- Provides assistance to managers in the preparation of management reports.
- Performs other appropriate duties as required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of public administration.
- Knowledge of organizational structure at both the line and staff levels.
- Ability to apply computer applications and software.
- Ability to assist in the conduct of management and administrative studies.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze moderately complex management studies.

For official use only

Revised	EEOC Code	Overtime Code
3/08	2	A