

## **JOB POSTING FOR THE VILLAGE OF PORT CHESTER**

Dated: February 2, 2012

This position will remain open until filled:

### **Administrative Intern**

The Village of Port Chester is seeking applications for a position of Administrative Intern. This individual performs special training projects while on assignment to the Building Department. Under direct supervision, administrative interns undertake variety of special projects of an administrative nature. Projects carried out by this position are not part of the regular routine of the department, but are projects of an in-training service nature designed to provide maximum exposure to municipal departments, operations and officials. Supervision is not a responsibility of this position. The term of this appointment will not exceed one (1) year, but may be less than one (1) year.

**Recommended Knowledge, Skills, Abilities and Attributes:** Good knowledge of the principles and practices of public administration; good knowledge of the municipal government organization, operation, and function; ability to deal effectively with people; ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

**Minimum Acceptable Training and Experience:** Graduation from high school or possession of an equivalency diploma and either (a) graduation from a recognized college or university; or (b) 60 college credits from a recognized college or university and three (3) years office support, staff or administrative experience in a public or private agency; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**Salary:** Annualized salary from \$30,000.00 to \$45,000.00 depending on qualifications.

Applications can be obtained from our website, [www.portchesterny.com](http://www.portchesterny.com) or the Village Manager's Office, located at Village Hall, 222 Grace Church Street, Port Chester, New York, Monday through Friday, 9:00 a.m. – 5:00 p.m.

Completed applications along with the candidate's resume should be submitted to the Village Manager.

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability*